Kansas City Kansas Community College
Dr. Thomas R. Burke Technical Education Center
Medical Assistant Program
6565 State Avenue
Kansas City, KS 66102
913-288-7800

Making Life Better

Thank you for your interest in the Medical Assistant Program at Kansas City Kansas Community College (KCKCC). The program is 11 to 13 months in duration with course work completed during the fall and spring semesters of the academic year. The required 180-hour, non-paid externship is scheduled after all didactic course work is successfully completed. For more information about the required course sequence, please see the program booklet. The admission process for the Medical Assistant Program is a competitive admission process, in which applicants are scored based on factors including GPA, previous college course work, ACCUPLACER reading score and an interview.

General admission requirements to the program include:

1. Applicants must meet the admission requirements of the College (see College website at www.kckcc.edu).

2. Applicants must have a high school diploma or equivalent (GED). –Not required for active high school seniors interested in the program.

3. Applicants must take the ACCUPLACER Next Generation placement test. Applicants are asked to take the math and reading portions of the placement test. However, only a reading score of 243 or higher is required.

4. Applicants with 15 credit hours or more of prior college level course work must have a cumulative GPA of 2.0 or higher on a 4.0 scale.

5. Applicants with less than 15 hours of prior college course work and a high school diploma must have a high school cumulative GPA of 2.5 on a 4.0 scale.

6. Participate in a brief interview with the program director and program faculty (as required).

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REQUIREMENTS FOR APPLYING TO THE PROGRAM

1. Complete an application to the College and the program application.

2. Complete the ACCUPLACER Next Generation placement test with a score of at least 243 on the reading portion of the test. Contact Scott Smith, counselor at the KCKCC Technical Education Center (913-288-7800), for further information and to enroll in the program. (Not necessary if the applicant has completed Composition I or higher)

3. Have two references complete the provided reference forms and return them by mail directly to the college.

4. Applicants must contact their high school or GED organization and have **one** official transcript sent to the address below. (Not necessary if applicant has an associate degree or higher from a regionally accredited college).

5. College transcripts, including all course work completed at all colleges must be submitted. Contact each undergraduate college attended and have **one** official transcript sent to the address below.

    Kansas City Kansas Community College
    Dr. Thomas R. Burke Technical Education Center
    Attention: Admissions
    6565 State Ave.
    Kansas City, KS 66102
    913-288-7800

6. Mailings will only be sent to the address listed in the College's student data system.

7. Complete the FAFSA for federal financial aid.

8. Complete and submit the program application. Applications will **not** be considered without **all** required items.

    Applicants must complete all the requirements for admission before submitting the program application. Failure to complete all the necessary requirements for application will result in the application not being processed. Please contact Jacquee Penner at 913-288-7861 or jpenner@kckcc.edu with any questions.