



Lively  
Technical  
College

**Medical Assisting Program  
Application Packet  
2024-2025**

# MEDICAL ASSISTING PROGRAM APPLICATION PACKET

## PROGRAM DESCRIPTION

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The Medical Assisting (MA) program is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP) and is designed to prepare students for employment in various medical settings, such as a physician's office, clinics, and certain hospital settings. This program will prepare the student to function in a medical office or clinical environment as a medical receptionist, administrative assistant, insurance coder/biller, phlebotomist, EKG Technician, and as a back office clinical assistant/patient educator.

## PROGRAM OFFERINGS

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Fall Program: 7/30/24 - 2/26/25

Spring Program: 01/08/25 - 07/25/25

## PROGRAM LENGTH

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The program consists of 765 clock hours.

## PROGRAM HOURS

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Fall and Spring Programs:

Full-time Days Monday – Thursday 8:00 a.m. – 4:00 p.m.

## PROGRAM LOCATION

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Lively Technical College (LTC)

Health Education Department, Building 15

500 North Appleyard Drive

Tallahassee, FL 32304

(850) 487-7449

*The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information.*

# HEALTH EDUCATION APPLICATION COVER SHEET/CHECKLIST

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Program: \_\_\_\_\_  Day  Night Program Date: \_\_\_\_\_

## STEP 1. REGISTER FOR LIVELY TECHNICAL COLLEGE

- COMPLETE THE LTC STUDENT ONLINE APPLICATION**  
Apply at [www.livelytech.com](http://www.livelytech.com)
- MEET WITH STUDENT SERVICES ADVISOR**  
Must bring:
  - Two proofs of Florida Residency
  - Official transcripts for High School/College/GED (For copy of GED go to [www.myged.com](http://www.myged.com))
- SKILLS ASSESSMENT TEST OFFICIAL RESULTS** (if needed)
- MEET WITH FINANCIAL AID**  
Financial Aid is available based on eligibility.
- REGISTRATION**  
Once you receive your Health Education acceptance email, go to Registration to finalize your payment and schedule.

Completed required enrollment process to LTC with Student Services. Advisor Initials: \_\_\_\_\_

## STEP 2. COMPLETE THE PROGRAM APPLICATION PACKET

- HEALTH EDUCATION STUDENT INFORMATION SHEET**
- THREE CURRENT REFERENCE LETTERS:**
  - Two professional references (recent employers, former teachers, counselors, etc.)
  - One personal reference (may not be family member)
- STUDENT HEALTH ASSESSMENT FORM** (Including immunization records)
- WRITING SAMPLE**
- RECEIPT OF PAYMENT FOR A LEVEL 2 CRIMINAL BACKGROUND TO LEON COUNTY SCHOOLS**
- VACCINATION ACKNOWLEDGMENT**
- BASIC LIFE SUPPORT CERTIFICATION (OPTIONAL)**

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

OFFICE USE ONLY:

BACKGROUND RESULTS       APPROVE/ACCEPTANCE LETTER       ORIENTATION

## GENERAL REQUIREMENTS

Applicants seeking admission to the MA Program must:

- Be at least 18 years of age at projected time of program completion.
- Have a high school diploma or equivalent.
- Pass random drug screenings throughout the program. Students with positive drug screen results will be withdrawn from the program.

To apply for acceptance into the MA Program students must:

- **STEP 1 - COMPLETE THE LTC STUDENT ONLINE APPLICATION.** (This application is required for all LTC students) This application can be completed at: [www.livelytech.com](http://www.livelytech.com)
- **STEP 2 - MEET WITH STUDENT SERVICES ADVISOR-** Student Services will review your online enrollment information. You will need to provide:
  - Two proofs of Florida Residency
  - Official Transcripts for High School and College (if applicable). For copy of your GED transcript go to [www.myged.com](http://www.myged.com)
  - Academic Skills Test Official Results or exemption (see below for more information).
- **STEP 3 - MEET WITH FINANCIAL AID** – Meet with Financial Aid. They will check for all needed financial aid documents (ISIR, verification letter, etc.) Bring proof of any additional grants, scholarships, or waivers in order to receive your deferment. (If you are self-pay, you may skip this step.). Federal Pell Grant information is at [www.studentaid.gov](http://www.studentaid.gov). School code: 013997

## COMPLETE THE MA APPLICATION PACKET

The MA Application Packet must include:

- **Health Education Student Information Sheet.** A printed copy must be submitted with the application packet.
- **Writing Sample**
- **Three current reference letters:**

- Two professional references (recent employers, former teachers, counselors, etc.)
- One personal reference (may not be family member)
- **Student Health Assessment Form signed by a healthcare provider OR provide a copy of your immunization record.** Submit with the application packet. A physical is not required.
- **Receipt of payment for a Level 2 criminal background to Leon County Schools.** This must be completed prior to submitting the application, at the student's expense\*. In order to participate in the mandatory clinical practicum, as well as to obtain licensure, students must have a clear background.
- **Vaccination Acknowledgment**

**\*No refunds will be issued.**

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

## TESTING INFORMATION – REQUIRED TESTS & SCORE

### Academic Skills Test (Academic Skills)

State Board Rule 6A-10.040, FAC states the following: “Students who are enrolled in a postsecondary vocational certificate program shall complete a basic skills examination.”

LTC admission policies require that all students that enroll in Workforce Education Certificate Programs of 450 hours or more must take the Academic Skills assessment test or provide proof of acceptable forms of exemption from testing.

You may be exempt from the Academic Skills test if you:

- Possess a college degree at the associate in applied science level or higher.
- Demonstrate readiness for public postsecondary education pursuant to F.S. 1008.30 (See acceptable exemptions list in Student Services)
- Earned a standard Florida public high school diploma (Student entered 9th grade in the 2003-

- 2004 school year or any year thereafter) or earned a GED in 2014 or any year thereafter.
- Student serves as an active duty member of any branch of the United States Armed Services
- Passed a state or national industry certification or licensure examination identified in State Board of Education rules and aligned to the career education program, which they enroll.
- Proof of exemption status is required. Please see an advisor for further details in Student Services.

**You must be in the Testing area by 9:00 am to start the test,** Monday – Thursday by appointment only. For more information, please contact The Testing Center: 850-487-7410

The academic skills test passing score for the MA Program is a 10 in Reading, Language and Math. These scores are valid for two (2) years.

If you do not meet your exit scores, you will need to enroll in AAE at a cost of \$30 per semester. The AAE instructor evaluates your test scores and an individualized learning plan will be designed based on your Academic Skills results. Students work individually, at their own pace, and seek the assistance of an instructor when needed.

There is a \$25.00 fee for this exam. Applicants must go to the Registration window in Building 8 to pay for the exam then report to the Testing Center.

For more information, please contact The Testing Center: 850-487-7410

Regular Hours of Operation: Monday-Friday, 8:00 am-4:00 pm

## HEALTH REQUIREMENTS

Applicants are required to complete a Student Health Assessment Record by a Healthcare Provider (not more than 6 months old). If, after acceptance, a student's health status changes, further documentation may be required stating the student is physically able to continue the program. As stated on the Student Health Assessment Form, applicants are required to provide proof of the following current immunizations:

- Tetanus, within the past 10 years (Td or Tdap)
- MMR x2 (given on or after the applicant's first birthday). Official documentation of immunity is also acceptable.
- Hepatitis B series.
- Varivax x2 - Official documentation of immunity is also acceptable.
- PPD/Tuberculin skin test within past 12 months. PPD/Tuberculin skin testing is valid for one (1) year from date of administration. Students will be required to maintain current PPD/Tuberculin skin testing throughout the duration of the program. Students who test positive for tuberculosis must show proof of a negative chest x-ray taken within the past five years to satisfy this requirement.
- Seasonal Flu Vaccine (August-March).

## CRIMINAL BACKGROUND CHECK

All applicants must undergo a Level 2 criminal background through Leon County Schools in order to participate in the mandatory clinical practicum, as well as to obtain licensure, students must have a clear background. The cost for both is \$61.00.

## DRUG SCREENING

Drug screening is not required prior to admission into the program. However, all students must submit to and pass three random drug screenings after entering the MA Program and prior to having access to the clinical health care facilities utilized in the Program. This is a Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requirement demanded of all acute care facilities in Florida. Students who do not pass a random drug screening will be withdrawn from the program.

## DISABILITY SUPPORT SERVICES

If you have question regarding adult students with disabilities and accommodations, please contact LTC Student Services located in Building 9 or at 850-487-7473.

## FINANCIAL AID

Financial Aid is available for this program based on eligibility. Qualifying students may be awarded a Federal Pell Grant based on their current FAFSA submission provided through the Federal Student Aid, U.S Department of Education. LTC does not provide loans. Third party loans and other personal financial arrangements are a personal decision of the student and not handled at LTC. Additionally, LTC accepts other funding options (Florida Prepaid, CareerSource, VA, etc.). The Financial Aid Office is located in Building 8, phone number 850-487-7431 or 850-487-7421 and/or via email at LTCFinAid@leonschools.net. Please direct all financial aid questions directly to their office.

## ACCEPTANCE INTO PROGRAM / REGISTRATION

LTC accepts applicants into all Health Education programs on a rolling admission basis. As we receive applications, potential students are scheduled for an interview with the Health Education Program Director or their assignee. Once an applicant has completed the interview, they will be notified of their admission status. Accepted applicants will be given an acceptance letter, which will allow them to register

for the program they have applied to. LTC Health Education programs may be closed prior to the posted application deadline date once that program has reached capacity. Questions regarding the application process should be directed to Ms. Natalie Grice-Philip, RN, Health Education Program Director at 850-487-7443.

## ORIENTATION

After being accepted into the LTC MA Program, applicants will be notified about attending a mandatory orientation. The date(s) and time(s) of this meeting will be given to all accepted students within their acceptance letter. For further information, please contact the Health Education Program Director at 850-487-7443.

## UNIFORMS

Upon acceptance students are expected to wear the specified program uniform (teal) whenever they are in the classroom, clinical simulation or clinical facility. Uniforms may be purchased in the LTC Bookstore in Building 8. Questions regarding proper attire and uniforms should be directed to the Health Education Program Director at 850-487-7443.

**LATE AND/OR INCOMPLETE PACKETS WILL NOT BE CONSIDERED.**



Date \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_  
Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Phone# \_\_\_\_\_

Health Education Program applying for:

- Central Sterile Processing     Massage Therapy     Medical Assisting     Nursing Assistant  
 Patient Care Technician     Phlebotomy     Practical Nursing

## EDUCATION

High School \_\_\_\_\_ City/State \_\_\_\_\_  
Highest grade completed \_\_\_\_\_ Year: \_\_\_\_\_ Choose one:  High School Diploma     GED  
Previous Nursing School \_\_\_\_\_ City/State \_\_\_\_\_  
College \_\_\_\_\_ Degree Awarded \_\_\_\_\_ City/State \_\_\_\_\_  
Military \_\_\_\_\_

Have you attended any previous HED programs whether you completed or not?

- Central Sterile Processing     Massage Therapy     Medical Assisting     Nursing Assistant  
 Patient Care Technician     Phlebotomy     Practical Nursing  
 LTC     Name of Institution if other than LTC: \_\_\_\_\_

Program Attended \_\_\_\_\_ Date Attended \_\_\_\_\_

Certification Awarded     Yes     No    Date the Certificate Awarded \_\_\_\_\_  
Proof required at time of application.

## EMPLOYMENT RECORD

Present \_\_\_\_\_ Title/Position \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
Previous \_\_\_\_\_ Title/Position \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
Previous \_\_\_\_\_ Title/Position \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

The information on this application is true and factual.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# HEALTH EDUCATION STUDENT HEALTH ASSESSMENT RECORD

THIS FORM MUST BE COMPLETED BY YOUR HEALTH CARE PROVIDER or attach your immunization record. A physical is not required. Any falsification of this record will result in immediate dismissal from the program (if accepted).

NAME (please print): \_\_\_\_\_  
Last First MI

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

1. MMR (Need proof of two MMR vaccines or one mumps, two measles, and one rubella. Any person born before 1/1/57 will need proof of rubella immunization or positive titer.)

Date of MMR #1: \_\_\_\_\_ Date of MMR #2: \_\_\_\_\_

OR

Antibody titers:

Mumps titer date: \_\_\_\_\_ Results:  Immunity  Not immune

Rubeola titer date: \_\_\_\_\_ Results:  Immunity  Not immune

Rubella titer date: \_\_\_\_\_ Results:  Immunity  Not immune

If not immune, will require MMR x2.

2. Tetanus (Td or Tdap with the last ten years): Date: \_\_\_\_\_

3. Hepatitis B series:  
\_\_\_\_\_  
Hepatitis B #1 date Hepatitis B #2 date Hepatitis B #3 date

OR

Antibody titer date: \_\_\_\_\_ Results:  Immunity  Not immune

4. Varicella: **History of having Chicken Pox is not accepted.**  
Date of 1st dose: \_\_\_\_\_ Date of 2nd Dose: \_\_\_\_\_

OR

Varicella titer date: \_\_\_\_\_ Results: \_\_\_\_\_ (Lab value)

5. PPD (TB Skin Test): \_\_\_\_\_ Date taken: \_\_\_\_\_

Results: \_\_\_\_\_ Positive \_\_\_\_\_ Negative \_\_\_\_\_

Chest x-ray, if positive PPD: \_\_\_\_\_ Date: \_\_\_\_\_ Results: \_\_\_\_\_

6. COVID-19 Vaccine: Date of Vaccine #1: \_\_\_\_\_ Date of Vaccine #2: \_\_\_\_\_ Date of Booster: \_\_\_\_\_  
(Or exemption letter submitted)

7. Seasonal Flu Vaccine: Date of Vaccine: \_\_\_\_\_ Injection Site: \_\_\_\_\_  
(August - March) Lot Number Expiration: \_\_\_\_\_ Examiner's Initials: \_\_\_\_\_

Verified by:

\_\_\_\_\_  
Name of Physician's Office/Health Center

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Address of Office

\_\_\_\_\_  
Date





## Vaccination Acknowledgment Form

Please check the box for the program in which you are seeking admission.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Central Sterile Processing Technician | <input type="checkbox"/> Medical Assisting | <input type="checkbox"/> Nursing Assistant |
| <input type="checkbox"/> Patient Care Technician               | <input type="checkbox"/> Phlebotomy        | <input type="checkbox"/> Practical Nursing |

During these times, guidance and regulations around mandatory vaccines continue to change. As a clinical requirement, some of our contracted healthcare facilities may be authorized under law to require specific vaccinations. We are committed to closely monitoring the situation in order to communicate these changes to you in a timely manner.

By signing this agreement, I hereby acknowledge that I may be required to obtain a COVID vaccine at any point in the program to be in compliance with my clinical site requirements. I acknowledge that failure to be in compliance may result in withdrawal from my program.

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Student Signature Date

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Print Name Witness Signature

**Please attach a copy of either your COVID-19 vaccination card or an appropriate exemption form.**

Exemption forms may be found at the following website:

<https://www.floridahealth.gov/newsroom/2021/11/20211118-florida-department-health-covid19-vaccination-exemption-forms.pr.html>

## WRITING SAMPLE

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Why have you chosen to pursue medical assisting as a career?

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What qualities do you believe you possess that will enable you to perform effectively as a student and later as a practicing medical assistant?

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## LEVEL 2 BACKGROUND SCREENING INSTRUCTIONS

Level 2 screening standards (Fingerprints) return criminal history results on arrests (including juvenile) nationwide. Under Florida Statute 1012, persons with specified access require level 2 screening. Offences outlined in Florida State Statute 435.04 (crimes of moral turpitude) can be disqualifying when persons have been found guilty of or entered a plea of nolo contendere (no contest).

### Instructions:

1. Go to the Fingerprinting Office at the Leon County Schools District main office, located at **2757 W. Pensacola St., Building I** (to the right of the main district office). The hours for the Fingerprinting Office are: Monday-Friday, 8:00 am-5:00 pm - **Take this form with you.**
2. Submit payment for screening. Payment can be via credit card or money order.
3. **Obtain a receipt for the screening.**

Submit the receipt of the background screening along with the Health Education program application.

If your background screening does not come back "clear," you will be notified.

Additional information may be required.

## LEVEL 2 BACKGROUND SCREENING REQUEST FORM

The following individual needs to obtain a Level 2 Background Screening, per Florida Statute 1012:

### IMPORTANT:

The ORI number for the screening is **V37020031**

PLEASE PRINT

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DRIVER LICENSE NUMBER: \_\_\_\_\_

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

The above individual will be at Lively Technical College/Externship/  
Clinical Site for the following purpose:

\_\_\_ Student

Entity/Individual from Lively Technical College making this request:  
Lively Administration

Please submit print results to:

ATTENTION:

BJ Van Camp, CTE Director  
Lively Technical College  
500 North Appleyard Drive,  
Tallahassee, Florida 32304  
Fax: 850.487.7478

Any questions regarding this request, should be directed to Health Education at 850.487.7443 or [grice-philipnsn@leonschools.net](mailto:grice-philipnsn@leonschools.net)



**850-487-7555**

**[www.livelytech.com](http://www.livelytech.com)**

Main Campus:

500 North Appleyard Drive  
Tallahassee, FL 32304

Airport Location:

3290 Capital Circle SW,  
Tallahassee, Florida 32310

East Campus

283 Trojan Trail  
Tallahassee, fl 32311