



## Medical Assisting Application Process

### To gain acceptance into the WDT Medical Assisting program, applicants must:

- \_\_\_\_\_ 1. Complete WDT application online at [www.wdt.edu](http://www.wdt.edu)
- \_\_\_\_\_ 2. Submit high school transcript or GED scores.
- \_\_\_\_\_ 3. Submit immunization records verifying two doses of MMR vaccinations.
- \_\_\_\_\_ 4. Submit official college transcripts if you have previously attended a post-secondary institution.
- \_\_\_\_\_ 5. Complete the ACCUPLACER test (\$15.00 fee).  
(The ACCUPLACER test will be waived if you have an ACT sub score of 18 or better in English, Math, and Reading, or a SAT sub score of at least 440 in Verbal and Math. The scores must be within the last five years.)

The ACCUPLACER test is offered Monday – Friday at 8:00 a.m. or 12:00 p.m.

Please call 605-718-2565 to make an appointment.

### To continue into Medical Assisting clinical, students must submit the following to:

Western Dakota Tech  
Attn: Medical Assisting Instructor  
800 Mickelson Dr.  
Rapid City, SD 57703

- \_\_\_\_\_ 1. Provide a copy of current American Heart Association Healthcare Provider BLS CPR certification\*
- \_\_\_\_\_ 2. Provide a copy of immunization records (Hepatitis B Series and annual TB Test)\*
- \_\_\_\_\_ 3. Annual Flu shot\*

\*Students are responsible for additional costs.

The program lead instructor will assist students with any clinical or internship site requirements.

**Note:** If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Students that sit out for a spring or fall semester or longer, will return under a new Catalog and may be required to repeat courses or successfully complete new or revised skills or competency assessments. Before readmittance, the program may need to determine if a student is eligible to continue in technical courses. Program sequencing and cohort size may prevent enrollment in technical courses.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City Area.