



Athena Career Academy Medical Assistant Program Student Checklist

Admissions:

- **Informational Meeting with Admission Representative**
- **Online Application**
- **Financial Aid Appointment**
- **Valid Government Issued Photo ID**
- **Social Security Card (no lamination)**
- **High School Transcript or GED Transcript**
- **Complete an on-line State of Ohio Disclosure Course**
- **Sign Enrollment Agreement**

This checklist is to be used as a guide to help you with the enrollment process and is not to be considered a contract of any kind. Requirements and fees are subject to change.

The following documents will be required for the externship assignment towards the end of the program.

DO NOT obtain these documents until you are instructed to do so by the Allied Health Director or designee.

- CPR Card- Health Care Provider by the American Heart Association ONLY
- Complete a Physical (signed and dated by a physician or qualified medical representative) which must be less than 6 months from the start date of externship experience
- Complete and pass a drug screen (May be required)
- Complete and pass a BCI & FBI Background Check (May Be Required)
- 2-Step TB within one year of starting externship experience (Current 2-step which includes an injection in each arm 1-3 weeks apart or proof of original 2-step and up to date annuals or clear chest x-ray stating clear for TB)
- Hepatitis B Vaccination Series (3 injection series or titer-anytime in lifetime or signed Athena Hepatitis Vaccine Waiver)



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