



## Medical Assisting

### Program Admission Application Packet (High School)

#### **Step 1 - Contact your high school CTE counselor to obtain a voucher**

If you are a sophomore or junior in High School you will need to meet with the Program Coordinator or Pre-Enrollment Advisor before completing this packet. To schedule an appointment please contact Morgan Kartchner at [morgan.kartchner@otech.edu](mailto:morgan.kartchner@otech.edu) or Kelsee Grow at [kelsee.grow@otech.edu](mailto:kelsee.grow@otech.edu).

#### **Step 2 – Determine whether you need to test**

<https://www.otech.edu/future-students/assessment/>

If you need to test, you may schedule an appointment by calling either (801) 627-8300 or (801) 395-3742.

If you are submitting alternate documentation to waive testing, please submit your documentation to the Testing Center.

#### **Step 3 – Complete the online College Admissions Application**

<https://www.otech.edu/apply>

#### **Step 4 – Complete the online Campus Orientation**

<http://www.otech.edu/current-students/new-student-orientation/>

#### **Step 5 – Complete the online Medical Assisting Program Orientation (video)**

<http://www.otech.edu/training/health/medical-assisting/>

#### **Step 6 – Complete Program Specific Admissions Requirements**

- ☐ Sign the Background Check & Drug Screen Notification (pg. 3)
- ☐ Complete Background Check (pg. 4 – Completed Background Check must be submitted to Program Coordinator prior to enrollment).
- ☐ Submit signed Human Sexuality Instruction Parent/Guardian Consent Form (pg. 5)
- ☐ Submit an official high school transcript for review of transfer credit. Transcripts should be submitted to the enrollment office in order to waive testing or receive transfer credit.

### **Step 7 – Submit Documentation to program advisor**

<https://otech.as.me/morgan-kartchner>

You may either email copies of your documentation or you can submit hard copies. Email submissions should be sent to [morgan.kartchner@otech.edu](mailto:morgan.kartchner@otech.edu) . If you would prefer to submit hard copies, you will need to schedule an appointment. Appointments can be made by visiting, <https://otech.as.me/morgan-kartchner>

### **Step 8 – Take enrollment authorization to the Enrollment office**

Once your documentation has been verified, you will receive an authorization form that will allow you to enroll in the program. You will then take the authorization form to the enrollment office, select your schedule, and pay your tuition.

### **Questions?**

If you have questions about the application process or are having difficulty obtaining the required documentation, please contact Morgan Kartchner at [morgan.kartchner@otech.edu](mailto:morgan.kartchner@otech.edu) or Kelsee Grow at [kelsee.grow@otech.edu](mailto:kelsee.grow@otech.edu).

# Health Occupations Background Check & Drug Screen Notification

Students entering a Health Occupations Program at the Ogden-Weber Technical College (OWTC) are required to complete a background check and random drug screen.

- All Students must complete a Criminal Background Check application no later than the first day of class.
- Any charge incurred in the last 7 years will show up on the background check.
- Many states, including Utah, do not seal juvenile records.
- Any misdemeanor or felony conviction on your record may negatively impact your chances of completing the program and being placed at an externship/clinical site.
- All students must complete a random urine drug screen and will be notified by their program coordinator when this drug screen will be conducted.
- A positive drug screen may negatively impact your chances of completing the program and being placed at an externship/clinical site.
- The OWTC is required to notify externship/clinical sites prior to placement if a student has a criminal record and/or positive drug screen.
- Externship/clinical sites may request a copy of students' background check and drug screen results prior to externship or clinical rotation approval. Background check and drug screen results will be submitted to potential externship sites as requested.
- An adverse finding on a criminal background check or positive drug screen result may inhibit a student's ability to obtain employment and/or obtain certification/licensure in a health occupation.
- There will be no tuition or fee refund for students who are unable to complete the program due to their criminal record or drug screen results.
- Prospective students with a criminal record or inability to pass drug screening are strongly encouraged to contact the Program Coordinator prior to enrolling.
- Students must notify the Program Coordinator if new criminal charges are incurred any time after the initial background check. The student may be required to obtain a second criminal background check.
- In keeping with the program's due process policies, if a student disagrees with the accuracy of the information obtained, he/she may request a meeting with the Program Coordinator to discuss their concerns.

I have read, understand, and agree with the information presented above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (if student is a minor)

\_\_\_\_\_  
Date

# Complete Background check through Tiburon XChange LLC:

Follow the instructions below to request and complete your background check. Background checks must be submitted to Kelsee Grow, prior to enrollment.

**Step 1** - Review and sign the Health Occupations Background Check Notification (pg. 3)

**Step 2** - Pay for and complete the Student Intern Check Background Check by Tiburon XChange LLC following in the instructions below:

Additional information regarding Tiburon XChange LLC and this background check can be found on their website at <http://www.tiburon-enterprises.com/services/student-intern-check-background-check.html>.

1. Go to: <https://fs19.formsite.com/zu9lD0/kyt6vhdj6i/index.html>.
2. Fill in the required Company/School information (any item with a \* is required).
  - **Company/School:** Ogden-Weber Technical College Medical Assisting Program
  - **Program Contact Name:** Kelsee Grow
  - **Program Contact Phone:** 801-627-8445
  - **Program Contact Email:** [kelsee.grow@otech.edu](mailto:kelsee.grow@otech.edu)
  - **Account Code:** \*Leave blank\*
  - Fill in the required Personal Information (any item with a \* is required).
  - A social security number is required to run a background check. If you do not have a SSN, please enter your Individual Tax Identification Number (ITIN).
  - Electronically sign at the bottom (if under 18, a parent or legal guardian must electronically sign).
  - Select Payment Information of \$32.
  - Press continue to enter payment information.

Ogden-Weber Technical College

Parent/Guardian Consent Form for Human Sexuality Instruction

Dear Parents/Guardian:

Your child has enrolled in a program that includes instruction on topics related to human sexuality. You are receiving this consent form because we want you to be informed about the topics your son/daughter will be learning about.

The curriculum for this program includes instructions and/or discussions about the topics checked below.

- ☐ Reproductive anatomy and health
- ☐ Human reproduction
- ☐ Information on self-exams
- ☐ Sexual abuse (identification and reporting procedures)
- ☐ Contraception methods
- ☐ HIV and AIDS (including modes of transmission)
- ☐ Sexually transmitted diseases (terms of a sensitive/explicit nature may be defined)
- ☐ Disease prevention and testing

Your signature indicates that you have been informed about the topics discussed in the program and that you grant permission for your child to participate in the discussion/activities related to these topics. Your student will be unable to start classes without this completed and signed form on file.

Should you have questions about the curriculum, please contact the Program Coordinator. Their contact information can be found on the college website at [www.otech.edu](http://www.otech.edu).

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_