

ICC Health Careers – Medical Office Administrative Assistant Eligibility Checklist

This checklist is a tool to assess your eligibility to apply to the Medical Office Administrative Assistant program at ICC.
To successfully apply to an ICC Health Careers program it is **strongly recommended** that you meet with a **Health Careers advisor** to determine your eligibility and for assistance with the application process.

I HAVE...

- ☐ 1. **Applied online** to Illinois Central College (icc.edu)
This is NOT the same as applying to a Health Careers program
- ☐ 2. **Enclosed copies** of my high school/college transcripts
(including ICC transcript accessible through eServices)
OR enclosed a copy of my GED documentation including scores
(obtained by contacting the Superintendent of Educational Service Region)
- ☐ 3. **Sent official high school and college transcripts** from the issuing institution
to the ICC Health Careers department
These must be sent no later than two (2) weeks after applying to a Health Careers program, OR enclosed
in a sealed envelope from the issuing institution and submitted in the Health Careers application envelope
- ☐ 4. **Taken the COMPASS placement test** at ICC (or an equivalent test at another college)
Not required if you already have an associate or bachelor degree
- ☐ 5. **Scored an 81** or higher on the COMPASS READING test (scores are available through the testing office)
OR an ACT reading score of 18 or higher
OR a “C” or better in ENGL 099 or ENGL 095
OR a “C” or better in ENGL 105 or READ 104
- ☐ 6. **Achieved an ACT composite score of 17** or above (14 if tested prior to Oct. 28, 1989)
OR have taken 9 or more semester hours of approved courses at ICC
(or equivalent courses at other colleges) and received a “C” or better
• courses numbered below 110 do not apply
- ☐ 7. **Earned a grade point average (GPA) of 2.0** or above at ICC (if you have attended ICC)
OR have taken 9 hours of approved ‘program’ courses and earned a grade of “C” or better
- ☐ 8. **Earned a GPA of 2.0** or above at the last college I attended (other than ICC)
OR have taken 9 hours of approved ‘program’ courses at ICC or other colleges with
a grade of “C” or better
- ☐ 9. **Taken 1 semester of high school word processing** or equivalent
OR have taken TYPE120
OR placed into TYPE 121
- ☐ 10. **Taken HLTH 121** and earned a grade of “C” or better
- ☐ 11. **Taken 1 year of high school pre-algebra** and earned a grade of “C” or better
OR have taken MAT 092 and earned a grade of “C” or better
OR placed into MAT 094
- ☐ 12. **Completed the work experience/volunteer form** (if applicable)
- ☐ 13. **Enclosed a copy of any previous health degree/certificate or licensure in a health discipline** (if applicable)
- ☐ 14. **Met all eligibility requirements** and am ready to **submit this checklist** and all required
documentation in the application envelope provided to me by my advisor

Meeting the eligibility requirements
TO APPLY to the Medical Office Adminis-
trative Assistant program does NOT
constitute acceptance into that program.
Acceptance is based on a point scoring
system that your advisor will explain to you.
For more information contact a
Health Careers advisor, (309) 999-4600.

Application deadline is January 15 • NOTE: Incomplete applications will not be reviewed

APPLICANT NAME: _____ ICC STUDENT ID NUMBER: _____

☐ By initialing this box, I confirm that my contact information is correct as listed in ICC eServices (icc.edu/eServices).
NOTE: ICC Health Careers uses the mailing address you have listed in ICC eServices to send you information regarding your admission.