

Marshall School of Medical Assisting ***In Partnership with El Dorado County Office of Education*** **Medical Assistant Application Checklist**

Please use this checklist to complete your application packet. We have included some guidelines to help you submit a complete, informative and professional application packet. All 5 items must be clipped together in the order below and submitted. Application packet must be received electronically or by mail in our office by: August 7, 2026. *Incomplete application packets will not be accepted.* You may opt to send the packet electronically as long as it is completed.

1. _____ Cover Letter/Letter of Interest

- This letter must be typed.
- This letter should state, in some detail, why you are interested in, and applying to the Medical Assistant Program.
- Tell specifically how you learned about this program— a flyer posted in your department, a website, a family friend who works at the organization, etc.
- Call attention to elements of your background — education, leadership, experience — that are relevant.
- Reflect your attitude.
- Must include signature

2. _____ Completed El Dorado County Office of Education Application (Attached to email)

- Please print clearly or fill out electronically.
- Please answer all questions to the best of your ability.
- Sign and date the application.

3. _____ Resume

- Must be typed.

4. _____ One Letter of Recommendation

- Should be someone, other than a relative, that would be fair, honest, and knows you well.
- Should state why, you the applicant, would be a good fit for the program.
- Should state 2 or 3 specific behaviors and qualities you possess.
- Should state the nature of relationship they have had with you.
- Should state what qualifies them to provide the reference letter for you.
- Should speak to the caliber of employee or person you would be.
- Should state how long they have known you.
- Should state their phone or cell number and E-Mail address.

5. _____ Copy of High School or High School Equivalency (GED, HiSet, Tasc) showing graduation date.

- We do not want your original document.
- You are welcome to bring the original document in and we can make a copy for you

6. _____ Hepatitis A & B Proof

7. _____ Student Emergency Form

8. _____ MA Handbook Pages 10 & 12

Marshall School of Medical Assisting
In Partnership with El Dorado County Office of Education,
2026/27

Medical Back Office:

This course is designed to meet for 360 hours of instruction and will provide students with the necessary entry-level skills required for employment in doctor's offices and clinics. Medical Assistants help physicians by doing tasks to assist in the treatment and examination of patients. They provide for the efficient operation of a doctor's office. After completing the medical assisting core curriculum, students are placed in non-paid clinical internships to practice and improve their skills. Pre-requisite course: Medical Terminology.

Medical Front Office Course:

This course includes fundamental training for Administrative Medical Assistants including the use of medical scheduling software, customer service training, the essentials of medical insurance billing and coding and medical records management. Students must complete Medical Terminology prior to entering the program and will receive fundamentals of Anatomy and physiology once they are in the program. Students will also receive instruction in basic computer use and programs.

Course Fee:	\$4,626.25
Deposit:	\$850.00
Medical Assistant Text Book:	\$213.75
BLS Text Book:	\$20.00
BLS Certification Card:	\$15.00
Medical Terminology:	\$175.00
Total	<u>\$5,900.00</u>

BLS (Basic Life Support) Certification

The Healthcare Provider Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide BLS (Basic Life Support), use an AED, and relieve choking in a safe, timely and effective manner. The course is intended for certified or non-certified, licensed or non-licensed healthcare professionals. After completing the certification, students can be placed in non-paid clinical internships to practice and improve their skills.

For more information, call:
El Dorado Adult Education Program
6767 Green Valley Rd Placerville CA 95667
Senior Secretary
(530) 295-2239

Medical Assistant Course Fee Q & A

Q: What is the course fee payment expectation; is there a payment plan?

A: *Yes, the total fees are \$5,900.00. Upon Acceptance to the program, the course fees are due. The \$850.00 non-refundable deposit is due by September 25, 2026. The second installment is due and payable by November 6, 2026. The final payment is due December 4, 2026.*

Q: Can I make payment arrangements?

A: *Yes, you are able to make payments prior to the December 4, 2026 deadline. You can continue making payments until the full amounts are paid in full by December 4th.*

Q: What will happen if I can't make the full \$5,900 by December 4th?

A: *You are encouraged to turn in your signed Agreement to Terms and pay as much as you can of the \$5,900.00 by December 4th. If, however, you are not able to, your status will change from "Active" status to "Alternate" status, until you become current on the class fees, at which time you will be reclassified back to "Active".*

Q: What does it mean to be changed from "Active" to "Alternate"?

A: *If you are reclassified from "Active" to "Alternate", it means that your spot can be filled by a candidate who qualifies and has been interviewed and is either on the current alternate waiting list **AND** is able to pay the full \$5,900.00 amount.*

Other costs incurred by students:

Scrubs
School Supplies
Stethoscope
Shoes

If you have any further questions, please call 530-295-2239 or visit us at 6187 Pleasant Valley Rd El Dorado CA 95623

Carey Buchanan Director, Alternative Programs
El Dorado County Office of Education

Agencies to contact for Financial Aid

Golden Sierra Job Training Agency

115 Ascot Dr Ste 140
Roseville, CA 95661
Phone: (916) 746-7722

Department of Rehabilitation

721 Capital Mall
Sacramento, CA 95814
Phone: (916) 324-1313

El Dorado County Health and Human Services: (Two Locations)

Placerville

3047 Briw Road
Placerville, CA 95667
Phone (530) 642-4850
Fax (530) 626-9060

South Lake Tahoe

3368 Sandy Way
South Lake Tahoe, CA 96150
Phone (530) 573-4330
Fax (530) 543-6826

California Human Development

117 W. Main St Suite 1B
Woodland, CA 95695
Phone (530) 662-9601

Women's Fund El Dorado

312 Main St Suite 201
Placerville, CA 95667
Phone (530) 622-6521

Sacramento Employment Services Agency (SETA)

925 Del Paso Blvd
Sacramento, CA 95815
Phone (916) 263-3800

Cameron Park Rotary Club Community Foundation Vocational Grant

P.O. Box 366
Shingle Springs, CA. 95682
Phone: 916-761-7012
Dave Sargent dwsarge@yahoo.com