Allen School Catalog Addendum

Requirements for Campus Based Programs

All campus-based students are required to complete and/or submit the following prior to being considered for enrollment:

- Student interview with the Admissions Department to access applicant's motivation and expectations
- All enrollment documents including the Enrollment Agreement (if you are under 18 years of age, the Enrollment Agreement must also be signed by a parent or guardian).
- Payment of the registration fee for the Medical Assistant, Nursing Assistant, Medical Billing and Coding, and Patient Care Technician programs.
- Submit proof of graduation from high school – Official High School Transcript or an original High School diploma, certificate, or other official proof of graduation from an institution providing secondary education, or the equivalent of such graduation (if applicable).
- Financial Aid Forms (if applicable)
- Attend a mandatory orientation session as part of the registration process prior to the first day of class
- All students applying to the Patient Care Technician program must provide a copy of their Allen School Nursing Assistant certificate prior to enrolling and must show proof state board exam is scheduled to be taken or has already been passed prior to classes starting.
- Students who enroll into the Nursing Assistant or Patient Care Technician programs must receive a passing score on an approved entrance examination.

Requirements for Online programs (both certificate and Associate's Degree Program)

All online students applying for the Medical Insurance Billing and Coding (MIBC) programs must complete and/or submit the following prior to being considered for enrollment:

- Student interview with the Admissions Department to access applicant's motivation and expectations
- All enrollment documents including the Enrollment Agreement (if you are under 18 years of age, the Enrollment Agreement must also be signed by a parent or guardian).
- Payment of $25 registration fee
- Submit proof of graduation from high school – Official or unofficial High School transcript or a copy of a High School Diploma, certificate, or other official proof of graduation from an institution providing secondary education, or the equivalent of such graduation.
- Demonstrate basic competencies in technology and grammar skills by successfully passing an intake assessment.
- Financial Aid Forms (If applicable).
- Attend a mandatory orientation session as part of the registration process prior to the first day of classes.