

# Administrative Professional Program Application Checklist

Acceptance for the Medical Transcription program will be determined by the following criteria:

<b>Eligibility Requirements</b>
1. Meet with an Admissions Advisor in Enrollment Services in Clark Hall
2. Complete an Application to Iowa Western Community College
3. All official transcripts on file (high school and college)
4. *Application Testing:
ACT English
ACT Reading
ACT Math
<b>OR</b>
COMPASS Writing
COMPASS Reading
COMPASS Math
<b>OR</b>
ASSET Writing
ASSET Reading
ASSET Numerical Math
5. Typing Test: Minimum score of 25 wpm required, with no more than five errors. Typing test retakes are allowed.
<b>Testing Center Number – 800.432.5852 ext. 3277 or 712.325.3277</b>
<b>*All scores expire after two years. In order to be valid, scores cannot be more than two years old at the start of the term.</b> If you do not have valid test scores, you may call the testing center at the above number to schedule the COMPASS and Typing test at no charge.

**It is the responsibility of the student to make sure that all items above are documented in the Admissions Office in his/her file.**

*If you have any questions please stop in to Clark Hall and speak with one of the Admissions Advisors or give us a call at 800.432.5852 ext. 3277 or 712.325.3277.*