Kilgore College Medical Coding Registration Packet

What You Need to Do Next:

To register for Medical Coding and secure your spot submit all required documents as a complete packet to **SHSCE@KILGORE.EDU** by the registration deadline **August 22, 2025.**

Important Notes: Payment is due at Registration (Once Registration has been approved)

- You are not officially registered until we have received ALL required documents and you have received a "Registration Complete" email.
- This is a high-demand course and registration is on a first-come, first-served basis.
- To avoid delays, please ensure your packet is complete when submitted.
- If you are emailing your documents, please download a PDF scanner app such CamScanner, Genius Scan, etc. to email a clear legible copies of your documents. To bring your registration documents in person our office is located on the Kilgore Campus:
  - Bert E. Woodruff Adult Education Center
    220 N. Henderson Blvd.
    Kilgore, Tx 75662

Step 1 - Eligibility Requirements

If you have any questions or concerns about eligibility requirements, please do not hesitate to reach out to the Program Director; Jennifer Halton, 903-988-3787, jhalton@kilgore.edu

- Minimum age of 18 years old prior to first class day
- Minimum education of high school diploma or GED
- To ensure your success in the Medical Coding program, students must complete the following prerequisite courses prior to enrollment (must provide transcript):
  - Medical Terminology (MDCA 1313 or HITT 1305)
  - Anatomy & Physiology (BIOL 2404)

Step 2 - Submit Required Documents:

Please email or deliver clear copies of the following:

- Driver's License or State Issued ID
- High School Diploma, Transcript, or GED
- If documents are missing, you will be notified by email
- Please utilize checklist included in this packet to verify you have all required documents
- DO NOT send your documents until you have EVERYTHING, please send it all in 1 email
- Transcript for proof of courses
  - Medical Terminology
  - Anatomy & Physiology

Step 3 – Make Tuition Payment & Purchase Textbooks

- When you have turned in all documents, you will receive an email titled "Registration Complete" with the next steps of the registration process
- **DO NOT MAKE TUITION PAYMENT OR PURCHASE TEXTBOOKS UNTIL YOU RECEIVE A "REGISTRATION COMPLETE" EMAIL**
- Textbooks for this course are shipped directly to you from AA   shipping and ta   will be added to the cost (shipping varies with locations)
  - 2025 Medical Coding Training: CPC Textbook Bundle - $109.95
  - 2025 Pro Fee Coder Bundle (With AMA CPT Code Book) - $209.99
- If using grants; instruction on how to apply are attached (TPEG, TEOG)
- Please notify us if you plan to utilize one these grants

Class Details

- **Location:** 100% Online
- **Duration:** 21 Weeks
- **Schedule:** Online
  Coursework is 100% Online via Blackboard
- **New Student Orientation:** August 30; 3:00 - 4:00pm (Attendance is required as you will receive important course information and ask any questions you may have)
  - Will be conducted via Zoom

Tuition:

- $ 2100.00 (AAPC Certification exam included with tuition)

Required Supplies

- AAPC Textbooks
- Notebook, pens/pencils
- Laptop or Tablet
- Because this is a Online course you are required to have laptop or tablet with reliable internet service

If you have any questions, please contact **Ginger Jackson at gjackson1@kilgore.edu**.

Kilgore College WDCE Course Registration Form

Please Note: This is a fillable PDF form and should not be completed by hand. For best results, view and complete the form on a computer or smartphone using a PDF reader.

Date: _____

Social Security : _____

In order to help us protect your Social Security number, the college computer system will convert your SS# into your student ID# for your record.

Student ID #: _____

Name: _____

       (Last Name)   (First Name)   (Middle Initial)

Mailing Address: _____ County: _____

City: _____ State: _____ Zip: _____

Business or Cell Phone (_____) _____

Email: _____

Date of Birth: _____ Gender: _____

US Citizen: _____ If no, what country? _____

Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers and our own college/university communities, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following two questions:

1. Are you Hispanic or Latino?

_____

2. Please select the racial category or categories with which you most closely identify.

_____

_____   _____

Course Name   Start Date

MEDICAL CODING REGISTRATION CHECKLIST

☐ Copy of Driver's License

☐ Copy of High School Diploma/Transcript/GED

☐ Official or unofficial transcript as proof of successful completion of the following prerequisite courses:

        edical   erminology

    Anatomy   hysiology

TEXAS AID PROGRAMS
STATEMENT OF STUDENT ELIGIBILITY

Student Name: _____ **Student ID#:** _____

In accordance with Texas Education Code, Section 51.9095, male students must file a Selective Service Statement of Registration Status with their institution or other entity granting financial assistance. For more information about the Selective Service System, visit www.sss.gov.

Please mark one option below:

☐   I was born female and not required to register.

☐   I was born male and am under the age of 18 and not currently required to register.

☐   I was born male and am REGISTERED with the Selective Service.

☐   I was born male and am over the age of 18. I am not registered with Selective Service and I am not exempt from registration with Selective Service.

☐   I was born male and am EXEMPT from registration because: (please briefly explain why you are exempt in the area below.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

Please see page 2 for further questions related to eligibility for State aid.

Have you ever been convicted of a felony or an offense under Chapter 481, Health and Safety Code (Texas Controlled substances Act), or under the law of another jurisdiction?

☐ No   ☐ Yes *

I, _____, am not required to make any child support payments under any court order because either (*check one*):

☐ I do not have any children   ☐ I am not obligated to pay child support
OR

Check box to confirm:

☐ I am not in arrears (behind on payments) on any child support obligations by any State or Federal court order.

I hereby certify that the information I have provided is true and correct. I understand that if I fail to provide accurate information, I may be required to reimburse the institution and penalties may be imposed.

I, _____, hereby certify that the statements provided above are true and accurate.

Student Signature: _____   **Date:** _____

_____

This section must be completed by a Notary Public.

BEFORE ME, the undersigned authority, on this day personally appeared _____ and being by me first duly sworn, did state under oath the following:

My name is _____. I am fully competent and authorized to make this affidavit based on my personal knowledge.

SUBSCRIBED and SWORN to before me by the said affiant, this _____day of _____, _____.

(Affix Seal)

_____

NOTARY PUBLIC, STATE of _____

Texas Public Education Grant (TPEG) for Continuing Education

Kilgore College continuing education students can now apply for financial aid to cover the costs of classes in certain CE programs thanks to a Texas Public Educational Grant (TPEG) the college received. <mark>THIS GRANT WILL COVER TUITION ONLY, BOOKS ARE TO PAID OUT OF POCKET.</mark>

The grant is only available to students enrolled in the programs listed below and eligibility is based on student need.

Eligible KC CE Programs	Maximum Award Amount
Commercial Driving License (CDL)	$3000
HR Specialist	$1212
Industrial/Residential Electrical Technology	$1600
KCEPT Lineman Program	$2500
Nurse Aide	$720
Patient Care Technology	$804
Pharmacy Technology	$1832
Phlebotomy	$874
Sterile Processing	$900
Medication Administration	$765

Students must apply to the CE program they're interested in. The Workforce Development – Continuing Education Department will process the application for the program. The student will be assigned a Student ID number once this application is processed.

Students must then login to the AccessKC portal to complete the KC Financial Aid Application: https://accesskc.kilgore.edu/ICS.
- Username: first four letters of last name + first four letters of first name + last four digits of student ID #
  - EX: John Smith, ID# 123456789 – smitjohn6789
- Password: Student + month and day of student's date of birth
  - EX: Student with a birthday of January 1, 1935 - Student0101

Once logged in, choose STUDENTS from the top menu bar. Once in the Students area, click the Application/Forms link on the left-hand side of the screen, then scroll down to the KC Financial Aid Application on the left-hand side of the screen.

Students must provide all required information before their KC Financial Aid Application can be processed and approved.
1. High School transcript or proof of GED Completion
2. Completed Verification Worksheet for appropriate award year*
3. Proof of income for appropriate tax year*:
   a. Tax Return or Transcript for the year requested
   b. Untaxed income such as SSI
   c. VA non-education benefits
   d. Other forms of income/support based on student and/or parent(s)' situation
4. Male students must be registered with Selective Service
   a. Register online at www.sss.gov

* - Students under the age of 24 who are not married and have no dependents of their own are considered dependent students and must provide their parent(s)' household information as well as parent income/support information. One parent must sign the Verification Worksheet.