



Kilgore College Clinical Medical Assistant Fall I Registration Packet

What You Need to Do Next:

To register for Certified Medical Assistant and secure your spot, email all required documents as a complete packet to SHSCE@KILGORE.EDU by the registration deadline July 17, 2026

Important Notes: Payment is due at Registration (3 business days once required documents are approved)

- You are not officially registered until we have received all required documents. To avoid delays, please ensure your packet is complete when submitted.
- This is a high-demand course with a maximum of 10 students, and registration is on a first-come, first-served basis.
- If you have questions or concerns prior to enrolling, see contact information below:

Jennifer Halton - Workforce Liason
Torrence Health Sciences Education Center; Office 109C
1610 S. Henderson Blvd. Kilgore, Tx 75662
jhalton@kilgore.edu
903-988-3787

Kristen Turner - Administrative Assistant
Torrence Health Sciences Education Center; Office 105
1610 S. Henderson Blvd. Kilgore, Tx 75662
kcage@kilgore.edu
903-983-8645

Step 1 - Submit Required Documents:

- Please email or deliver clear copies of all required documents listed on the checklist included in this packet.
 - If you are emailing your documents, please download a PDF scanner app such as CamScanner, Genius Scan, etc. to email a clear legible copy of your documents. To bring your registration documents in person our office is located on the Kilgore Campus:
Torrence Health Sciences Education Center
Office 105 & 109C
1610 S. Henderson Blvd. Kilgore, Tx 75662

Step 2 - Drug Test & Background Check:

(You will not receive the results, they will be emailed directly to Kilgore College)

- DATCS Authorization Forms are attached and will need to be taken with you to facility
- Cost: \$48; Background \$30.00, Drug Test \$18.00- (paid by student)
- Location: Drug and Alcohol Testing Compliance Services (DATCS)
 - 4000 Hwy 259 North, Longview, TX
- A positive drug screening result will automatically disqualify you from the program. This includes the presence of any substance not legally prescribed.
- Please be aware that any findings that do not meet clinical site eligibility standards may prevent participation in the program. Clinical placement is a required component of the course, and students must be eligible to attend externship at partnering facilities.

Step 3 – Make Tuition Payment & Purchase Textbooks

- DO NOT MAKE TUITION PAYMENT OR PURCHASE TEXTBOOKS UNTIL YOU RECEIVE A “REGISTRATION COMPLETE” EMAIL
- Textbooks for this course can be purchased from Amazon.
 - Hartsman's Medical Assisting: The Basic 1st. ISBN#:978-1604251487 \$62.50 (paperback)
- Payments:
 - If paying out of pocket, payment is due 3 business days once required documents are approved
- If using Grants; instruction on how to apply are attached (TPEG, TEOG)
 - Please notify us if you plan to utilize one these grants

Required Supplies

Notebook, pens/pencils, black sharpie marker, index cards for notes
Textbook
Charcoal Grey Scrubs, no print
Stethoscope
Analog Watch



WORKFORCE DEVELOPMENT

COMMUNITY EDUCATION

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

Do you plan to drive your own vehicle to your clinical site? _____

If yes, please complete the vehicle information below. Some clinical sites require this for parking access and may issue permits based on the details you provide.

Make & Model of vehicle

Year

License Plate

Date Application Received: _____

Clinical Medical Assistant Registration Checklist:

Name: _____ Student ID: _____

_____ Registration Form

_____ Copy of Driver's License

_____ Copy of High School Diploma/Transcript/GED

_____ Clear Background Check (Within 6 months) Date: _____

_____ Negative Drug Test (Within 60 days) Date: _____

_____ MMR: Titer: _____ Dose #1 _____ Dose #2 _____

_____ Varicella (Chickenpox) Titer: _____ Dose #1 _____ Dose #2 _____

_____ Hepatitis B Titer: _____ Dose #1 _____ Dose #2 _____ Dose #3 _____

_____ TDAP (Within 10 years) _____

_____ Influenza Vaccine (October-May- must be obtained before clinicals) Date: _____

_____ Negative TB Skin Test (within one year from start of class)

-Test Given: _____ Test Read: _____ Results: _____

_____ Payment of Tuition Cash: _____ TRUE Grant: _____

Notes:



AUTHORIZATION FORM: NON – REGULATED DRUG / ALCOHOL TESTING

Company Name: _____ **Account Number:** _____

Company DER: _____ **Phone:** _____

Fax: _____

Donor Name: _____ **Donor SSN** _____

Scheduled Date: _____ **Notification Expiration Time:** _____

*****STUDENTS ARE RESPONSIBLE FOR ALL FEES ASSOCIATED WITH DRUG TESTING**

REASON:

- DRUG TEST \$18.00
- ALCOHOL TEST
- BACKGROUND \$30.00
- OTHER TEST: _____

- Pre-employment
- Random
- Post-Accident
- Reasonable Suspicion
- Return-to-Duty
- Follow-Up
- **Pre-Access

Jennifer Halton

 SIGNATURE OF DER OR DESIGNATED SUPERVISOR

EMAIL, FAX OR GIVE EMPLOYEE AUTHORIZATION FORM

Longview	frontdesk@datcs.com	Fax	903-234-1948
Bossier City	frontbossier@datcs.com	Fax	318-212-1128
Tyler	fronttyler@datcs.com	Fax	903-534-5983
Wichita Falls	wffront@datcs.com	Fax	940-264-8808

From the time a donor is notified by a company representative to submit to a drug and/or alcohol test, he or she will be allowed thirty minutes plus travel time to arrive and check in with the approved collection site. *By signing this document, I acknowledge that I have read and understand the preceding statement. I furthermore acknowledge that my failure to submit to these instructions will subject me to the disciplinary action outlined in the company's drug/alcohol policy. Once the testing process begins, I will not be allowed to leave the premises. I acknowledge that leaving the facility will be reported as a **REFUSAL to test.***

DONOR SIGNATURE:

JULY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	Orientation 10am 28	29	30	31	

AUGUST 2026

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	9 am-2 pm 3	9 am-2 pm 4	9 am-2 pm 5	9 am-2 pm 6	7	8
9	9 am-2 pm 10	9 am-2 pm 11	Online 12	Online 13	14	15
16	9 am-2 pm 17	9 am-2 pm 18	Online 19	Online 20	21	22
23	9 am-2 pm 24	9 am-2 pm 25	Online 26	Online 27	28	29
30	9 am-2 pm 31					

SEPTEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		9 am-2 pm 1	Online 2	Online 3	4	5
6	Campus Closed 7 Labor Day	9 am-2 pm 8	Online 9	Online 10	11	12
13	9 am-2 pm 14	9 am-2 pm 15	Online 16	Online 17	18	19
20	9 am-2 pm 21	9 am-2 pm 22	Online 23	Online 24	25	26
27	9 am-2 pm 28	9 am-2 pm 29	Online 30			

Orientation- July 28th 10:00 am - 11:00 am

Classroom - Monday & Tuesday/ 9:00 am - 2:00

Online- Wednesday & Thursday

OCTOBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				Online 1	2	3
4	9 am-2 pm 5	9 am-2 pm 6	Online 7	Online 8	9	10
11	9 am-2 pm 12	9 am-2 pm 13	Online 14	Online 15	16	17
18	9 am-2 pm 19	9 am-2 pm 20	Online 21	Online 22	23	24
25	9 am-2 pm 26	9 am-2 pm 27	Online 28	Online 29	30	31

NOVEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	Start Clinicals 2	3	4	5	Skills Lab 8-12 6	7
8	9	10	11	12	Skills Lab 8-12 13	14
15	16	17	18	19	Skills Lab 8-12 20	21
22	23	24	Campus Closed 25	Thanksgiving Day 26	Campus Closed 27	28
29	30					

DECEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	Skills Lab 8-12 4	5
6	9 am-2 pm 7	9 am-2 pm 8	9 am-2 pm 9	9 am-2 pm 10	Last Day 11	12
13	14	15	16	17	18	19
20	21	22	23	24	Christmas 25	26
27	28	29	30	31		

Classroom- Monday & Tuesday/ 9am-2 pm

Online- Wednesday & Thursday

Skills Lab Clinicals