

CHARLOTTE TECHNICAL COLLEGE

MEDICAL ASSISTANT PROGRAM



MEDICAL ASSISTANT TIMELINE FOR JULY 2025 SESSION

FEB 3 - MAY 30, 2025	Accepting applications (or until class is full)
May 14, 2025	Mandatory orientation 1:00 - 3:00 pm in Room 340
JULY 17, 2025	PAYMENT MUST BE MADE FIVE SCHOOL STORE BUSINESS DAYS PRIOR TO THE FIRST DAY OF CLASS IN ORDER TO SECURE A SEAT IN THE PROGRAM.
JULY 22, 2025	The first day of class 7:30am-2:30pm

PROGRAM REGISTRATION CHECKLIST

Please go to website:

- <https://ctc.yourcharlotteschools.net>
- Pay \$25 non-refundable application fee
- **If you did not attend a Charlotte County Public School, you will need to submit registration demographics using the link below.**

<https://ctc.yourcharlotteschools.net/stepstoenroll>

Print and complete the 9 pages of the CTC registration packet found in the steps to enroll.

THESE FORMS MUST BE PRINTED ON ONE SIDE ONLY

Call 941-255-7500 ext. 1726 for an appointment to register for the Medical Assistant program.

The following documents must be submitted at the time of registration to be considered for the program:

1. Florida Residency Declaration with 2 approved forms of residency verification (if under 24 yrs old, parent/guardian must complete)
 2. Family Rights and Privacy Act of 1974 (FERPA) Release
 3. Student Internet Usage Agreement
 4. Release of Records
 5. Emergency Form
 6. Send us your Official High School Transcripts or bring them in a sealed envelope (or GED)
 - If applicable, Official College Transcripts for any post-secondary institution you attended
 - Official College Transcripts for an Associate's and/or Bachelor's Degree
- Official Transcripts can be emailed to ctc.registrar@yourcharlotteschools.net or mailed to Charlotte Technical College, 18150 Murdock Circle, Port Charlotte, FL 33948
- *Required Basic Skills Test (CASAS) will be explained during your registration appointment.
Some Florida Public High School Graduates are exempt. Each student has to be evaluated independently
- Provide proof of valid Driver's License or valid picture I.D. This will need to be photocopied.**

Apply for FAFSA/PELL

Call 941-255-7500 ext. 1729 for an appointment with our CTC Financial Aid Specialist as soon as you receive FAFSA/PELL email that you have been approved

Apply with other funding sources, such as Career Source, Vocational Rehabilitation, etc.

Purchase uniforms

Purchase textbooks online before the first day of class - see cost sheet for a list

Tuition and registration fees or proof of outside funding is due to the school store five business days before the first day of class to secure your seat in the program.

Fingerprinting and Drug Screening needs to be completed before the first day of school

JULY 22, 2025 – First day of class

(Revised 3/2025)