

**College of DuPage**

**Medical Assistant Program**

**Associate of Applied Science Degree**

**&**

**Certificate Program**



**Registration Requirements**  
**Registration Deadline: August 21, 2017**  
**Fall 2017**

*Diane Gryglak, CMA(AAMA) MSTD*  
*Medical Assistant Faculty*  
*Program Coordinator*  
*(630) 942-3507*  
*[gryglak@cod.edu](mailto:gryglak@cod.edu)*

**Note:** Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, [CastleBranch.com](http://CastleBranch.com), insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

## College of DuPage Medical Assistant Certificate/Degree Program

The Medical Assistant performs routine administrative and clinical tasks within a medical office. Duties may vary from office to office; however, administrative duties usually include answering telephones, greeting patients, updating patient medical records, scheduling appointments, arranging for hospital admissions, and handling billing and accounting procedures.

Clinical duties may also vary but include taking medical histories, recording vital signs, preparing patients for examination and assisting the physician during the examination. Clinical duties also include collecting blood specimens by both capillary and/or venipuncture technique, performing basic laboratory tests, disposing of contaminated supplies, sterilizing equipment, instructing patients about medication and special diets, preparing and administering medications as directed by the physician, authorizing drug refills and performing EKGs.

College of DuPage offers both an Associate in Applied Science (A.A.S.) degree program and a certificate program for Medical Assistant. Both programs are designed to prepare students to work in a medical office performing both administrative and clinical procedures. The programs may be completed on a full-time or part-time basis.

The College of DuPage Medical Assistant Certificate Program is accredited by the [Commission on Accreditation of Allied Health Education Programs](#) upon the recommendation of the Medical Assistant Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350 or [www.caahep.org](http://www.caahep.org)

### **Employment**

Employment of Medical Assistants is expected to grow by 31 percent from 2010 to 2020, much faster than the average for all occupations due to growth of the aging baby-boom population continues to spur demand for preventive medical services. An increasing number of group practices, merging of many healthcare facilities, and clinics will continue to need medical assistants, to perform both administrative and clinical duties. As more physicians' practices switch to electronic medical records (EMRs) medical assistants' job responsibilities will continue to change. Sixty percent of medical assistants work in physicians' offices, 15 percent work in hospitals and the rest work in outpatient facilities, public health departments and offices of other health practitioners. Most future job openings will be in doctors' offices and clinics.

### **Job Outlook**

Medical Assistant is one of the ten fastest-growing careers in health care due to an increase in the number of physician group practices that need support personnel as well as the increase in the aging population and the implementation of the Electronic Medical Record (EMR). For current information concerning the job outlook for Medical Assistants visit the [U.S. Department of Labor Bureau of Labor Statistics website](#).

### **Earnings**

Earnings may vary, depending on geographical location, experience and skill level. Employers are increasingly demanding that medical assistants have a professional credential. The average annual salary for a full-time practitioner CMA (AAMA) in 2014 was \$15.49 per hour according to the American Association of Medical Assistants. See most current information here: <http://aama-ntl.org/medical-assisting/comp-benefits#.VVDp8pMXvgM>

### **Mission Statement**

The goal of the Medical Assistant program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

### **Program Information Disclaimer**

This program information packet is published for that purpose; however, the information in this packet is not to be regarded as an irrevocable contract between the student and the program. The program reserves the right to change, at any time, without notice, requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in the program information packet in accordance with the College of DuPage policies and procedures.

### **Standard Skills in Medical Assisting**

To participate in the Medical Assistant program, students must possess additional non-academic skills. These standard skills listed below are consistent with the duties of the entry-level medical assistant in a professional position. These skills, which protect the health and well-being of patients, may include but are not limited to the ability to:

- Demonstrate the ability to move, lift or adjust patients
- Demonstrate professional interpersonal communication skills (verbal and written)
- Demonstrate the ability to perform multiple tasks at any time
- Demonstrate visual acuity to differentiate colors
- Demonstrate manual dexterity
- Manipulate appropriate administrative and clinical office equipment
- Perform for a prolonged period without breaks in a typical shift of eight hours.
- Demonstrate good listening skills
- Demonstrate good judgment
- Communicate orally and in writing in the English language with patients, doctors and other personnel clearly and effectively
- Follow verbal and written direction in the English language

**If you are uncertain of your ability to perform these essential functions or feel you need reasonable accommodations to perform them, please consult with Special Student Services.**

#### **Statement on Medical Care and Health Insurance**

Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the [Center for Access and Accommodation](#) website for additional details. Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

#### **Statement on Medical Malpractice Insurance**

Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs for MASST 2250. Students must be officially registered and listed on the instructor's class roster to be covered by the malpractice insurance.

#### **Non-Discrimination Policy**

The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual's right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College's prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).

#### **Student E-Mail Policy**

College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check out your COD email to get the message about:

- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order Important messages from instructors

<http://www.cod.edu/academics/email.aspx>

#### **Citizenship/Visa Status**

If you are not a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding your eligibility to participate in health sciences programs, please contact the **International Student Office**, SSC 2225, (630) 942-3328, e-mail:

**intlstdt@cod.edu.**

Qualified applicants will be considered out-of-district in the admissions ranking process if they are **not** a:

- U.S. citizens
- Permanent residents

## REGISTRATION REQUIREMENTS

- \_\_\_\_\_ 1. Attend a mandatory Medical Assistant group advising session. [View upcoming session dates and times](#) and please make sure to RSVP for your session to secure your spot using the directions provided. **It is required that an applicant attend an advising session within a 12 month period prior to the registration deadline.**
  
- \_\_\_\_\_ 2. Complete Computer Information Systems 1110 or 1150 or OFTI 1200 or higher with a grade of “C” or higher.
  
- \_\_\_\_\_ 3. Complete at least **one** of the below courses by the registration deadline:
  - a. Health Sciences 1110 (Biomedical Terminology) with a grade of “C” or higher  
**OR**
  - b. Anatomy & Physiology 1500 or higher (1551 & 1552 or 1571 & 1572) with a grade of “C” or higher. *If you choose the two course sequence (ANAT 1551 & 1552 OR ANAT 1571 & 1572), then both courses must be complete.*
  
- \_\_\_\_\_ 4. Complete the [College of DuPage General Admissions Application](#) online or in person at the College of DuPage Office of Admissions and Outreach, SSC 2207. There is a \$20 general admissions fee due upon submission. If you have previously attended College of DuPage, you can omit this step. *This application is for general admissions to College of DuPage only; it is not an application to the Medical Assistant program.*
  
- \_\_\_\_\_ 5. To ensure that all of your eligible credits are evaluated towards the registration requirements turn in all official Transcripts from any schools that you have attended. Please follow the steps listed below:

Submit your official transcript(s). Contact your previous institution(s) to order an official copy of your transcript to be sent to the College of DuPage, Office of Student Records, 425 Fawell Blvd, SRC 2150, Glen Ellyn, IL 60137-6599. ***If College of DuPage is the only institution you have attended you do not need to request official transcripts.***

Verify receipt of your transcript(s). Login to your myACCESS account, click on ‘myACCESS for Students’, then select ‘My Profile’. The receipt status of your transcript will be listed under ‘Transcript Institutions’.

NOTE: If you have an international transcript from high school or college, it must be evaluated by EDUCATIONAL CREDENTIAL EVALUATORS, Inc. Forms may be obtained from [www.ece.org](http://www.ece.org).
  
- \_\_\_\_\_ 6. When step 1 through 6 are successfully completed, pay the non-refundable Medical Assistant \$50 Permit to Register fee at the Cashier’s Office, BIC 2525 and request to Register for the following course: **MASST 1130** (“Medical Assistant Administrative Procedures” (pending title change to “Intro to Medical Assisting”).
  
- \_\_\_\_\_ 7. Complete and bring the Medical Assistant Registration Permit Form (**page 10 of this information packet**) to the College of DuPage Registration office, SSC 2221, and ask to register for MASST 1130 class. Registration for Medical Assistant cannot be completed online. You must register in-person or over the phone after the proper steps have been completed. Registration Hours are between 8 a.m. - 7 p.m. Mondays - Thursday and 8:00 a.m. - 5:00 p.m. on Friday. Your permit form will be verified for completion of steps 1-4 above and you will then be eligible to register.

**Acceptance to the Medical Assistant program does not guarantee successful program completion and/or graduation from the program.**

**Other necessary requirements of the program will be outlined in detail upon acceptance.**

### **Unpaid Clinical/Practicum Component**

Students who are accepted into the program and complete all classroom courses, demonstrate professionalism and proficiency in all competencies will be eligible for the final capstone course MASST 2250. Students who are eligible must pass a chart review, drug test, a criminal background check and complete a CPR course for health care providers by the American Heart Association before placement on a practicum assignment.

Applicants may also be required to have written permission from a licensed physician stating they can perform all the duties of a Medical Assistant, despite the presence of a specific medical condition (i.e., back problem). **NOTE: All necessary requirements will be outlined prior to MASST 2550. Please do not begin these requirements until instructed to do so.**

The Medical Assistant program **requires** one clinical/practicum assignment: MASST 2250, Medical Assistant Practicum and **offers** an **optional** clinical component: HLTHS 1124, Phlebotomy Clinical.

Most clinical sites are located within District 502; however, some sites may be located outside the district. Students may not receive payment for any clinical assignment. Students must be supervised at all times during any clinical assignment. The practicum coordinator is responsible for placement of medical assistant students in a physician office. Practicum assignments are a minimum of 180 daytime hours. Students must commit a minimum of 3 days per week or 20 hours per week to the MA practicum.

### **Health Requirements**

Students must complete all health requirements before registering for any clinical/practicum assignment. Medical Assistant practicum assignment is at the end of the program when all classroom courses are complete. Access the most up to date information here:

[http://www.cod.edu/admission/degree\\_certificate\\_programs/pdf\\_health/healthrequirements.pdf](http://www.cod.edu/admission/degree_certificate_programs/pdf_health/healthrequirements.pdf).

**Please do not begin these requirements until instructed to do so.**

### **Accreditation**

The Medical Assistant Program at College of DuPage is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
25400 US Highway N, Suite 158  
Clearwater, FL 33763  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

Students completing the certificate or degree program are eligible to take the Certified Medical Assistant CMA (AAMA) Exam through the American Association of Medical Assistants (AAMA). Students can also petition to receive a certificate from the college in "Medical Assistant" upon completion of the medical assistant core courses. More information about AAMA or the CMA (AAMA) exam can be found by clicking on the [American Association of Medical Assistants](http://www.aama-assn.org) website.

For additional information contact:  
*Diane Gryglak, CMA(AAMA), M.S.*  
Medical Assistant Program Coordinator  
(630) 942-3507  
[gryglak@cod.edu](mailto:gryglak@cod.edu)

## ESTIMATED COSTS FOR THE MEDICAL ASSISTANT PROGRAM

The following cost estimates are for a student who does not have transferable credit. If a student has previous coursework or coursework that is transferred from another college, the general education credit requirements may decrease, thus decreasing the overall cost.

**Non-Refundable** Registration Fee \$50

**Non-Refundable** Admission Fee for first-time students at COD \$20

### **In-District Residents (#502)**

#### **Medical Assistant Certificate Program**

46 semester credit hours for degree completion (\$135/credit hour\*) \$6,210  
(Note: Tuition costs will be reduced for applicable courses already successfully completed.)

#### **Medical Assistant A.A.S. Degree Program**

64 semester credit hours for degree completion (\$135/credit hour\*) \$8,640  
(Note: Tuition costs will be reduced for applicable courses already successfully completed.)

\*Associated Lab Fees \$330  
\*Books & Materials (program only) varies  
\*Malpractice Insurance (one year) \$52

**Non-Refundable** Edward Corporate Health Chart Review \$30

**Non-Refundable** Criminal Background check \$46

**Non-Refundable** Drug Screen \$32

**Non-Refundable** Health Physical costs - varies see [Health Requirements packet](#) for details

***\*Indicates prices subject to change.***

Cost estimate **does not** include provisions for travel to and from school and clinical education site, textbooks and fees related to general education requirement courses, or for the cost of the required physical exam.

Financial Aid information is available at the [Office of Student Financial Assistance](#), SSC 2220, or (630) 942-2251 or (630) 942-2252.

## Medical Assistant Certificate Program Requirements

### MA Core Courses

<b>**Anatomy &amp; Physiology 1500 or higher (A&amp;P 1551 &amp; 1552 or 1571 &amp; 1572)</b>	<b>4 - 8 credit hours</b>
<b>** Health Science 1110 - Biomedical Terminology</b>	<b>3 credit hours</b>
Psychology 1100	3 credit hours
Computer Information Systems 1110 or Higher	2 credit hours
Medical Assistant 1130 - Medical Assistant Administrative Procedures (Pending course title change: Intro to Medical Assistant)	3 credit hours
Health Science 1126 - Basic EKG	2 credit hours
Health Science 1123 - Phlebotomy for Health Care (or Health Sciences 1122 – Basic Phlebotomy)	2 credit hours 4 credit hours
Health Science 1120 - Intro to Clinical Lab Science	3 credit hours
Medical Assistant 2233 - Pathophysiology for Medical Assistants	3 credit hours
Medical Assistant 2211 - Legal Aspects in Health Care	3 credit hours
Medical Assistant 1133 - Health Insurance for Medical Assistants (Pending course title change: Practice Finance)	3 credit hours
Medical Assistant 2237 - Assisting with Medical Specialties	3 credit hours
Medical Assistant 2239 - Medical Assistant Clinical Procedures	3 credit hours
Medical Assistant 2245 - Workplace Development	2 credit hours
Medical Assistant 2253 - CMA prep	1 credit hour
Medical Assistant 2250 - Medical Assisting Practicum	3 credit hours
<b>MA Certificate: MA Core Courses</b>	<b>44 – 50 credit hours</b>
<b>Health Science 1124 - Phlebotomy Clinical - optional</b>	<b>2 credit hours</b>

**\*\*One of these classes must be completed with a "C" or higher before registering for the MA program**

**# Core MA courses must be completed with a "C" or higher for graduation.**

NOTE: Students may complete course work for both the A.A.S. degree and certificate program on a full- or part-time basis. Course work must be completed within four years of acceptance into the program.

## Medical Assistant A.A.S. Degree Program Requirements

***English 1101 or 1105	3 credit hours
***Speech 1100, 1120 or 1150	3 credit hours
<b>**Health Science 1110 - Biomedical Terminology</b>	<b>3 credit hours</b>
<b>**Anatomy &amp; Physiology (A&amp;P) 1500 or higher (A&amp;P 1551 &amp; 1552 or 1571 &amp; 1572)</b>	<b>4-8 credit hours</b>
***Math 1102	3 credit hours
***Philosophy 1114 (recommended) or 1112	3 credit hours
***Psychology 1100	3 credit hours
<b>*Computer Information Systems 1110 or higher</b>	<b>2 credit hours</b>
Medical Assistant 1130 - Medical Assistant Administrative Procedures <i>(Pending course title change: Intro to Medical Assistant)</i>	3 credit hours
Medical Assistant 2211 - Legal Aspects in Health Care	3 credit hours
Health Science 1126 - Basic EKG	2 credit hours
Health Science 1120 - Intro to Clinical Lab Science	3 credit hours
Health Science 1122 - Basic Phlebotomy <i>(or Health Science 1123 – Phlebotomy for Healthcare)</i>	4 credit hours 2 credit hours
Medical Assistant 2233 - Pathophysiology for Medical Assistants	3 credit hours
Medical Assistant 1133 - Health Insurance in Medical Office <i>(Pending course title change: Practice Finance)</i>	3 credit hours
Medical Assistant 2237 – Assisting with Medical Specialties	3 credit hours
Medical Assistant 2239 - Medical Assistant Clinical Procedures	3 credit hours
Medical Assistant 2245- Work Place Development	2 credit hours
Health Science 2253- CMA Prep	1 credit hour
Medical Assistant 2250 - Medical Assisting Practicum	3 credit hours
<b>Medical Assistant A.A.S. Degree Credit Hours</b>	<b>64 credit hours</b>

**Program Electives – Students must complete the required amount of elective courses in order to reach 64 credit hours for the A.A.S. Degree**

*\*Class must be completed with a “C” or higher*

*\*\*One of these classes must be completed with a “C” or higher before registering for the MA program.*

\*\*\*General education requirements

**# Core MA courses must be completed with a “C” or higher for graduation.**

NOTE: Students may complete course work for both the A.A.S. degree and certificate program on a full- or part-time basis. Course work must be completed within four years of acceptance into the program.



**College of DuPage**  
**Medical Assistant Certificate**  
**Full-time Sample Schedule**

Effective date Fall 2017

<b>1<sup>st</sup> Semester</b>		
<b>Anatomy &amp; Physiology</b>	1500 or higher	4 credit hours
<b>Biomedical Terminology</b>	HLTHS 1110	3 credit hours
<b>Computer Information Systems</b>	CIS 1110 or higher	2 credit hours
<b>Psychology</b>	PSYCH 1100	3 credit hours
<b>2<sup>nd</sup> Semester</b>		
<b>MA Administrative Procedures/Intro to Medical Assisting</b>	MASST 1130	3 credit hours
<b>Basic EKG</b>	HLTHS 1126	2 credit hours
<b>Clinical Lab Science</b>	HLTHS 1120	3 credit hours
<b>Basic Phlebotomy</b>	HLTHS 1122 or 1123	2 or 4 credit hours
<b>MA Pathophysiology</b>	MASST 2233	3 credit hours
<b>3<sup>rd</sup> Semester</b>		
<b>Legal and Ethical Aspects</b>	MASST 2211	3 credit hours
<b>Health Insurance / Practice Finance</b>	MASST 1133	3 credit hours
<b>MA Clinical Procedures</b>	MASST 2239	3 credit hours
<b>Assisting with Medical Specialties</b>	MASST 2237	3 credit hours
<b>Workplace Development (1<sup>st</sup> 12 wks)</b>	MASST 2245	2 credit hours
<b>CMA Preparation (2<sup>nd</sup> 4 wks)</b>	MASST 2253	1 credit hour
<b>4<sup>th</sup> Semester MA Practicum</b>	MASST 2250	3 credit hours

Total Hours 43-46 credit hours

**College of DuPage  
Medical Assistant Certificate  
Part-time Sample Schedule**

<b><i>1<sup>st</sup> Semester</i></b>		
<b>Anatomy &amp; Physiology</b>	1500 or higher	4 credit hours
<b>Biomedical Terminology</b>	HLTHS 1110	3 credit hours
<b>Computer Information Systems</b>	CIS 1110 or higher	2 credit hours
<b><i>2<sup>nd</sup> Semester</i></b>		
<b>MA Administrative Procedures/Intro to Medical Assisting</b>	MASST 1130	3 credit hours
<b>Psychology</b>	PSYCH 1100	3 credit hours
<b>Clinical Lab Science</b>	HLTHS 1120	3 credit hours
<b><i>3<sup>rd</sup> Semester</i></b>		
<b>Basic EKG</b>	HLTHS 1126	2 credit hours
<b>MA Pathophysiology</b>	MASST 2233	3 credit hours
<b>Basic Phlebotomy</b>	HLTHS 1122 or 1123	2 or 4 credit hours
<b>Health Insurance / Practice Finance</b>	MASST 1133	3 credit hours
<b><i>4<sup>th</sup> Summer Semester</i></b>		
<b>Legal and Ethical Aspects</b>	MASST 2211	3 credit hours
<b><i>5<sup>th</sup> Semester</i></b>		
<b>MA Clinical Procedures</b>	MASST 2239	3 credit hours
<b>Assisting with Medical Specialties</b>	MASST 2237	3 credit hours
<b>Workplace Development (1<sup>st</sup> 12 wks)</b>	MASST 2245	2 credit hours
<b>CMA Preparation (2<sup>nd</sup> 4 wks)</b>	MASST 2253	1 credit hour
<b>6<sup>th</sup> Semester MA Practicum</b>	MASST 2250	3 credit hours

Total Hours 43-46 credit hours

**REGISTRATION PERMIT FORM – MEDICAL ASSISTANT**

**PLEASE RETURN THIS TO:**

College of DuPage  
**Registration Office, SSC 2221**  
 425 Fawell Blvd., Glen Ellyn, IL 60137  
 TEL (630) 942-2377, FAX (630) 942-2878 or registration\_forms@cod.edu

**Semester (circle one):** Spring      Fall      **Print Year:** \_\_\_\_\_

<b>LEGAL NAME</b>	_____	_____	_____	_____
	Last	First	M.I.	Student ID#

<b>ADDRESS</b>	_____	_____	_____	_____
	Street	City	State	Zip

<b>S.S. #</b>	____-____-____	<b>BIRTHDATE</b> (MM/DD/YYYY)	_____
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**A Social Security Number is required for registration**

<b>TELEPHONE</b>	(home) _____	(cell) _____
<b>EMAIL</b>	_____	

Are you an F-1 International Student? \_\_\_\_\_ Are you authorized to work in the U.S.A.? \_\_\_\_\_  
 (If yes, you must speak with the International Student Advisor prior to registration)

International Student Advisor Approval: \_\_\_\_\_

Why are you interested in registering for this class?

\_\_\_\_\_

\_\_\_\_\_

Have you ever been expelled or dismissed from any post-secondary institution for behavioral or disciplinary reason? \_\_\_\_\_ Yes  
 \_\_\_\_\_ No

I acknowledge receipt of the [Health Sciences Programs Policy for Professional Conduct](#). I have read and understand the statement and agree to abide by the standards set forth therein. I understand that failure to abide by the Policy for Professional Conduct may result in my suspension or dismissal from the program in which I am enrolled. I understand that I will not receive a refund of tuition, fees or for books, supplies or equipment purchased should I be dismissed from the program for violating this policy.

I give my permission to the registration office and the coordinator of the program to which I am applying to request adviser copies of my College of DuPage transcript for registration and retention purposes.

\_\_\_\_\_  
 Signature Date

**For Registration Use Only**

- Advising Session \_\_\_\_\_  HLTHS 1110 **or** ANAT 1500 or higher (1551 & 1552 or 1571 & 1572) w/ 'C' or better.  
 CIS 1110 or higher **or** OFTI 1200 or higher with 'C' or higher \_\_\_\_\_  \$50 Fee Paid \_\_\_\_\_  SSN on file \_\_\_\_\_

Permit verified and issued by: \_\_\_\_\_ Date: \_\_\_\_\_