

business correspondence, insurance claims completion and CPR.

ENGL 88 or ESL 186 or placement in
ESL 188 or readiness for college-level English.
successful completion of Math 60 or placement in Math 70 or 80 or
higher.

18 years of age minimum

1. Physical exam, negative TB test of chest x-ray, and proof of immunization
2. Name tag for work experience
3. Valid CPR card (CCSF offers EMT 12 Basic Life Support for Healthcare Providers course)

The Medical Receptionist Program offers a Certificate of Achievement.

Remote Counseling Services are available for students:

1. Zoom appointment, phone (415) 561-1925
2. Phone appointment online: esars.ccsf.edu
3. Email academiccounseling@ccsf.edu.

All applicants should join a ZOOM orientation meeting. Email cwei@ccsf.edu for ZOOM orientation meeting ID (attend one)

Apply for Admission: Go to [Admissions & Registration](#) or call 415-239-3285.

Fill out a CCSF _____ application at [Credit Admission](#)
or call 415-239-3285

Have attended CCSF before as a _____ student, but have not
enrolled in courses for 2 consecutive semesters (Spring & Fall) or more, reapply (update
your personal information) at [Credit Admissions](#)