



**Adult & Community Education  
Medical Assisting Program**

**525 D Street, Eureka, CA 95501**

**707-476-4500 // 707-443-3417 fax // email: ace@redwoods.edu**

**Certified Medical Assistant**

The College of the Redwoods' Medical Assisting program is a one (1) semester program with admission by application / random lottery. Upon successful completion of the Program, the student will take the National Healthcare Association (NHA) Certified Clinical Medical Assistant (CCMA) exam. Students will be enrolled in two (2) courses that include a 144-hour Clinical Externship:

|         |   | <b><u>Spring Semester</u></b> | <b><u>Fall Semester</u></b> |
|---------|---|-------------------------------|-----------------------------|
| MA-201  | Medical Assistant Training Program              | January – March               | August - October            |
| MA-201A | Medical Assistant Training Program - Externship | March – April                 | October - November          |
| NHA     | CCMA Exam                                       | May                           | December                    |

**The program includes**

- Front and Back office Medical Assistant skills
- Medical Terminology
- CPR for Healthcare Providers & First Aid
- Injections and Venipuncture Certification
- Basic Healthcare Office Procedures
- Clinical Externship at a Local Healthcare Facility

**General Information**

1. The Medical Assisting Program at the Eureka Downtown site is offered in Fall and Spring semesters. The program will be offered in a hybrid format with some course work online and face-to-face labs.
2. Evaluation of the Medical Assistant is based upon theoretical knowledge, medical assisting skill proficiency, and the application of both in the clinical setting. In addition, students must complete a **mandatory** 144-hour clinical externship and pass the NHA CCMA exam.
3. To progress through and complete from Medical Assisting program, students must achieve at least 70% on the Mid-Term and Final Exams and pass all the lab class sessions to be allowed to move on to the Externship.
4. All applicants must submit a criminal background check and proof of High School Diploma or Equivalency with their application. Applications received without a criminal background check

and proof of High School Diploma or Equivalency will be deemed incomplete and will not be processed. Eligibility for admission to the Medical Assistant Program is contingent upon a cleared and approved Criminal Background Check and completion of all required immunizations. A cleared background & immunizations check is required for the clinical externship portion of the class.

5. All Medical Assisting students must possess sufficient computer literacy skills to complete Internet research, communicate by email, create, and upload electronic documents, manage data storage devices, and use web-based instructional materials and applications. Those without these skills are encouraged to take EDUC 207 – Getting Started with Computers and/or EDUC 203 – Getting started in Online Classes with Canvas prior to applying to the Medical Assistant program.
6. The demands of the Medical Assisting program are many; most students find it difficult to work more than part time. Clinical scheduling, assignments, etc. cannot be altered due to an individual's outside employment. In addition, personal life issues need to be in balance to be successful in the program. You must have reliable transportation, reliable childcare (if applicable), and an ability to be punctual to assigned classes and clinical locations. Finally, tardiness is not an acceptable performance standard in the professional world, or for this program.
7. Cost of the Program APPROXIMATELY **\$450.** (Subject to change)
  - a. Enrollment fee – This is a non-credit course, **so there is no enrollment fee**
  - b. Books, supplies and materials are included
  - c. Required uniforms – 2 pairs of scrubs (included in the program at no cost.)
  - d. Comfortable shoes, no open-toed shoes or crocs
  - e. A watch with second display (not required)
  - f. National Healthcareer Association –Certified Clinical Medical Assistant Exam – Included w/program.
  - g. Physical Exam –Required information provided in separate document. (cost will vary, based on provider and insurance)
  - h. Background check (approx. \$40). Required information provided in separate document.
  - i. **Required Immunizations - please refer to separate document for list of requirements.**  
Most are available through your doctor, a local pharmacy, or the Public Health department. If you have no medical insurance or are underinsured, you may qualify for greatly reduced vaccine costs through the Public Health Department. **These vaccines are absolutely required – no exceptions.**

**Public Health Main Clinic, located at: 529 I Street Eureka, CA 95501// 707-445-6200**

Other costs may occur as they may as needed for successful completion of the class. Healthcare requirements are subject to the requirements of the clinical site and CR's policies and are subject to Change.

### **Important Dates to Remember**

- **12/6/24: Application Packet Due**

- Completed application including criminal background check & proof of high school diploma or equivalency must be received by the College of the Redwoods, Adult and Community Education Office.
- Applications can be mailed, emailed, or faxed:

- **Mail to:**
  - Adult and Community Education
    - 525 D Street, Eureka, CA 95501
- **E-Mail:** [ace@redwoods.edu](mailto:ace@redwoods.edu)
- **Fax:** 707-443-3417

• **12/9/24: Notification of Acceptance or Waitlist**

- Acceptance/Waitlist letters will be mailed, you will also be notified via email.
- If moved from the waitlist to the accepted list, you will be notified by phone and email.

• **12/20/24: Add card due. Secure your spot!**

- If accepted, you must confirm acceptance by submitting your add card (enclosed with your letter) to the Adult & Community Education Office by **12/20/24.**
- **If you do not respond by this deadline, You will forfeit your spot.**

• **01/10/2025: Last day to submit Immunization Records. If you have received an acceptance or waitlist letter, submit your immunizations as soon as possible.**

## **Class Meetings**

### **Mandatory Orientation:**

- January 14<sup>th</sup>, 2025, 9a-3p

Location: Eureka Downtown Site, 525 D St. Eureka

### **Program Dates:**

- Online lecture: Tuesdays and Thursdays, 9:00a-9:50am
- In person Labs and written exams: Mondays and Wednesdays 9:00a-5:00p

Location: Adult & Community Education 525 D Street Eureka, CA 95501

- Clinical Rotations: At your assigned local healthcare facility, as arranged with your instructor and ACE office.

### **Plan for childcare:**

In person labs and exams are scheduled to run from 9a-3p. Also, when you are placed in your externship, you will be working eight-hour clinical days. Hours of operation are at the discretion of the local medical office; they are usually between the hours of 8:00 a.m. and 5:00 p.m.

## **Student Code of Conduct:**

This is a job training program, and you are expected to treat this training as a job. This means you must adhere to the following:

- Attend all class meetings, whether in person or online
- Arrive on time and stay for the entire class day
- Attend all Clinical days.
- Treat classmates, the instructor, office staff, and clinical staff with respect.
- Keep your cell phone always put away during class or at the clinical site.

All applicants must comply with the College of the Redwoods Student Conduct Code and Disciplinary Procedure Board Policy AP 5500 otherwise; they will be referred to the College Disciplinary Officer. The Student Conduct Code and Disciplinary Procedure Board Policy AP 5500 can be accessed at the following link: <https://go.boarddocs.com/ca/redwoods/Board.nsf/goto?open&id=D7XTU37900C8>

### **Application Procedure: Medical Assisting Program**

1. Current College of the Redwoods Application
  - a. <https://www.redwoods.edu/apply.php>
  - b. Must have completed the application within the last year, or have been continually attending College of the Redwoods classes.
2. The application packet **must** include the following items:
  - Completed **Medical Assisting Program Application**
  - Completed Background check
  - Proof of high school diploma or equivalent
3. Application packets for the Medical Assistant Program can be submitted by *mail, email (no pictures) or in person* to the Adult and Community Education Office and must be received during the Application Period. All applicants will receive an email notification once their application has been received.

#### **Mail to:**

***Adult and Community Education Office  
College of the Redwoods  
525 D Street  
Eureka CA 95501***

#### **Selection Process**

Upon receipt, applications are reviewed for completion. All applicants must submit a criminal background check and proof of High School Diploma or Equivalency with their application. Applications received without a criminal background check and proof of High School Diploma or Equivalency will be deemed incomplete and will not be processed.

Applicants are then placed in the lottery and assigned a number in the order they are drawn. When there are more than 16 applicants, the remaining applicants will be assigned a waitlist number. The Adult and Community Education Office will notify students **by mail** of their acceptance into the Medical Assistant Program or their program waitlist number. Letters will be mailed out no later than December 9<sup>th</sup>, 2024.

If you have questions regarding acceptance for the Medical Assisting Program, please call 707-476-4500 or come to our office located in Eureka at 525 D Street.

**Public Notice/Nondiscrimination:** All classes are open to those who have met the academic prerequisites. College of the Redwoods does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color or disability in any of its programs or activities. The College is committed to providing reasonable accommodations for persons with disabilities. Upon request this publication will be made available in alternate formats.



**College of the Redwoods  
Adult and Community Education  
Medical Assisting Program Application  
Application Period:  
November 7, 2024 – December 6<sup>th</sup>, 2024**

***Submit Application Packet to the Adult and Community Education Office***

Name: \_\_\_\_\_  
First Middle Last

Former Names Used: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
# Street Apt. # City State Zip

Phone: \_\_\_\_\_

College of the Redwoods Student ID#: \_\_\_\_\_

CR E-mail address (Used for ALL program communications): \_\_\_\_\_

Personal E-mail address: \_\_\_\_\_

We are asked by the California Community Colleges Chancellor's Office to gather the following information about our applicants and students. This information is not used for application purposes. Providing it is optional.

Gender: ☐ Male ☐ Female ☐ Transgender Gender Non-Conforming ☐ Prefer to not state

Ethnic Origin (select all that apply): ☐ African-America ☐ American Indian or Alaska Native ☐ Asian  
☐ Hispanic or Latino ☐ Pacific Islander ☐ Multi-ethnic ☐ White ☐ Unknown

Veteran: ☐ Yes ☐ No

Languages spoken other than English (please specify): \_\_\_\_\_

**Application Checklist:**

- ☐ Completed Application
- ☐ Completed Criminal Background Check from CastleBranch (Attached)
- ☐ Proof of High School Diploma or Equivalency (Attached)

I declare under the penalty of perjury that the above information is true and correct.

Name (print) \_\_\_\_\_

Name (signature)\_\_\_\_\_ Date\_\_\_\_\_

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**Office Use Only:**

Received by: (College of the Redwoods, staff name) \_\_\_\_\_

Date Received \_\_\_\_\_

☐ Walk-in   ☐ USPS Mail   ☐ E-mail   ☐ Fax

All data entered on tracking sheet by: \_\_\_\_\_

Lottery #: \_\_\_\_\_