



**Adult & Community Education
Medical Assistant Training Program Application Packet
527 D Street, Eureka, CA 95501
707-476-4500 // email: ace@redwoods.edu**

College of the Redwoods
Adult Education

Medical Assistant Training Program Application

Application Period: November 4 – December 4, 2025

Submit Application Packet to ace@redwoods.edu or 527 D St. Eureka, CA

Name: _____
First Middle Last

Former Names Used: _____

Mailing Address: _____
Street Apt. # City State Zip

Phone: _____ Date of Birth: _____

CR Student ID: _____ CR E-mail address (used for ALL program communications): _____

Personal E-mail address: _____

Languages spoken other than English (please specify): _____

Application Packet 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 _____

Office Use Only:

Received by: (CR, staff name) _____

Date Received: _____

All data entered on tracking sheet by: _____

Lottery #: _____

Medical Assistant Training Program Application Procedure

1. Up-to-date College of the Redwoods Application
 - a. <https://www.redwoods.edu/apply.php>
 - b. Must have completed the CCCApply application within the last year or have been continually attending College of the Redwoods classes.
2. The application packet **must** include all the following items:
 - I. Completed **Medical Assistant Training Program Application**
 - II. Completed Background Check
 - III. Proof of High School Diploma or Equivalency
3. Application packets for the Medical Assistant Training 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.

Email to: ace@redwoods.edu

Selection Process

Upon receipt, application packets are reviewed for completion. Applications received without a criminal background check and/or proof of High School Diploma or Equivalency will be deemed incomplete and will not be processed.

Eligible applicants are placed in a lottery and assigned a number in the order they are drawn. The first 16 eligible applicants drawn are accepted. 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 email** of their acceptance into the Medical Assistant Program or their program waitlist number.

If you have questions regarding acceptance to the Medical Assistant Training Program, please call 707-476-4500 or come to our office located in Eureka at 527 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.

Important Medical Assistant Training Program Dates

Application Deadlines:

- **12/04/2025: Complete Application Packet Due**
 - Completed applications 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. NO PHOTOGRAPHS OF APPLICATION OR ACCOMPANYING DOCUMENTS WILL BE ACCEPTED.
 - Applications must be emailed to: **E-Mail:** ace@redwoods.edu
- **12/05/2025: Lottery and Notification of Acceptance or Waitlist**
 - Acceptance/Waitlist information will be emailed by December 8th.
 - If you are moved from the waitlist to the accepted list, you will be notified by phone and email.
- **12/12/2025: Add card due. Sent via Adobe Sign**
 - If accepted, you must confirm acceptance by signing and submitting the add card sent to you by **12/12/2025**.
 - If you do not respond by this deadline, you will forfeit your spot.
- **01/05/2026: Last day to submit Immunization Records and Physical Exam.**
 - If you have received an acceptance or waitlist letter, submit your immunizations as soon as possible so we can review and confirm that you have what you need.

Mandatory Orientation:

- January 13, 2026, 9:00am-2:00pm
Location: Eureka Downtown Site, 527 D St. Eureka

Program Dates:

- January 20th – May 11th, 2026

Online lectures:

- Tuesdays and Thursdays, 9:00-9:50am

In person labs and written exams:

- Mondays and Wednesdays 9:00am-5:00pm
Location: Eureka Downtown Site, 527 D St. Eureka

Clinical Externship:

- At your assigned local healthcare facility, typically an eight-hour day. 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.

College of the Redwoods

Medical Assistant Training Program Information

The College of the Redwoods Medical Assistant Training Program is a one (1) semester program with admission by application and 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 didactic learning and a 144-hour Clinical Externship.

		<u>Spring Semester</u>	<u>Fall Semester</u>
MA-201	Medical Assistant Training Program	January – March	August - October
MA-201A	Medical Assistant Training Program - Clinical 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

The Medical Assistant Training Program at the Eureka Downtown Site is offered in the Fall and Spring semesters. The program is offered in a hybrid format with online coursework/lectures and face-to-face labs/exams.

1. **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 to coursework, students must complete a mandatory 144-hour clinical externship and pass the NHA CCMA exam.
2. **To participate in the Clinical Externship and complete the Medical Assistant Training Program**, students must achieve at least 70% on the Mid-Term Exam and Final Exam and pass all lab sessions.
3. **All applicants** must submit a cleared (not pending) and approved criminal background check and proof of High School Diploma, transcripts or equivalency with their application. Applications received without a criminal background check and proof of High School Diploma, transcripts or equivalency will be deemed incomplete and will not be processed.
4. **Completed application packets** will be reviewed for admittance to the program lottery. If your criminal background check is not satisfactory you will be contacted via email. Criminal background checks and proof of high school diploma, transcripts or equivalency must be included with your application. Incomplete application packets will not be processed.
5. **Final eligibility for admission** to the Medical Assistant Training Program is contingent upon receipt of proof of all required immunizations. These are required for The Program and Clinical Externship.
6. 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 Training Program.

7. **The demands of the Medical Assistant Training 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. You must have reliable transportation, reliable childcare (if applicable), and the ability to be punctual to assigned classes and clinical locations.
8. **Cost of Participation:** Approximately \$300-\$400. (Subject to change)
 - a. **Tuition**– This is a noncredit course so there is no tuition fee.
 - b. **Lab Supplies and materials** (Included)
 - c. Required uniforms– light gray colored scrubs (Approx. \$40/pair)
 - d. **Textbook**– Pearson's Comprehensive Medical Assisting: Administrative and Clinical Competencies, 5th edition (Approx. \$165.00)
 - e. **Certified Clinical Medical Assistant Exam**– National Healthcareer Association (Included)
 - f. **Comfortable shoes**– no open-toed shoes, or crocs (Varied cost)
 - g. **Watch**– displaying seconds (Suggested)
 - h. **Physical Exam**– Required information provided in separate document (Varied cost based on provider and insurance)
 - i. **Background check**– Required information provided in separate document (Approx. \$40)
 - j. **Required Immunizations**– Required information provided in separate document. Most vaccines 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.**

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

Student Code of Conduct

Medical Assistant Training Program students 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 Externship days.
- Treat classmates, the instructor, office staff, and clinical staff with respect.
- Keep your cell phone 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://cr.community.highbond.com/home/policies/policydoc/a169fe04-c50b-4039-894a-e935d26b3852>