This program prepares you to take the accredited, Clinical Medical Assistant certification exam and provides students with the opportunity to gain advanced training and skills to further their healthcare career.    Successful completion of the required components and passing and acquiring the Clinical Medical Assistant Certification will enable students to apply for employment where Clinical Medical Assistant training and certification is required or encouraged. The Clinical Medical Assistant (CMA) Training Program is a comprehensive  16-week course designed to prepare students for a successful career in healthcare. With a blend of virtual and hands-on learning, our program equips students with the essential skills and knowledge needed to support physicians and nurses in clinical settings. The curriculum is structured to cover a wide range of competencies, including phlebotomy, EKG, basic healthcare skills, first aid and CPR certification, and job search skills.

Course Description

* History of Clinical Medical Assistant
* Anatomy & physiology
* Quality assurance and legal issues associated with Medical Assistant
* Infection control
* Medical terminology
* Blood collection procedures for patients of all ages
* Non-blood Specimens and tests
* Specimen handling and processing
* Basic math skills
* EKG
* Basic Healthcare skills
* First Aid and CPR certification
* Certification test preparation
* Employment search strategies, resources, resume writing and general information

This is a hybrid program, and instruction is presented as a combination of lecture, video and power point presentations, and a strong emphasis on hands on training.   Students will play the role of the patient for other students to practice skills.  **Students are also requested and encouraged to invite family and friends to volunteer for medical testing and blood draws.**

Optional outside Clinical/Externship opportunities **may** be available at local medical facilities.  There are additional requirements to participate.  You will not be eligible for placement at clinical site until **after** you have passed the Certification Exam and have completed all clinical placement requirements.   **Clinical placement is at the discretion of the clinical site and the school and is not guaranteed.**

**Program Length and Schedule**

Both day, evening and weekend classes include 160 hours of training. See below:

**Clinical Medical Assistant (This program is hybrid)**

|  |  |  |  |
| --- | --- | --- | --- |
| Season/Course | Start date | End date | Registration deadline\* |
| Winter/Clinical Medical Assistant – Single/Plus | ~~2/24/2025~~ | ~~5/23/2025~~ | **~~2/10/2025 (D & E)~~** |
| Spring/Clinical Medical Assistant Single/Plus | ~~3/24/2025\*~~ | ~~6/30/2025~~ | **~~3/10/2025 (D & E)~~** |
| Spring/Clinical Medical Assistant Single/Plus | ~~4/28/2025\*~~ | ~~8/1/2025~~ | **~~4/14/2025 (D & E)~~** |
| Summer/Clinical Medical Assistant Plus | ~~5/27/2025\*~~ | ~~8/29/2025~~ | **~~5/12/2025 (D& E)~~** |
| C/O 2025 H.S. Graduates only) Summer/Clinical Medical Assistant Single/Plus | **~~6/2/2025\*~~** | **~~8/29/2025~~** | **~~5/15/2025 (D &E)~~** |
| Summer/Clinical Medical Assistant Single/Plus | 7/7/2025 | 9/26/2025 | **6/23/2025 (D & E)** |
| Fall/Clinical Medical Assistant Single/Plus | 8/4/2025 | 10/24/2025 | **7/15/2025 (D & E)** |
| Fall/Clinical Medical Assistant Single/Plus | 9/2/2025 | 11/21/2025 | **8/15/2025 (D & E)** |

DAY CLASSES MEET: TUESDAY/THURSDAY FROM 9:00 AM -1:00 PM **(D)**

EVENING CLASSES MEET: TUESDAY/THURSDAY FROM 6:00 PM – 10:00 PM **(E)**

Clinical Medical Assistant – One Certification Only - $3,500.00

Clinical Medical Assistant PLUS – Two Certifications – (CCMA and CPT – Clinical Medical Assistant and Phlebotomy Technician) - $7,000.00

THIS IS A HYBRID PROGRAM. YOU WILL MEET VIRTUALLY WITH YOUR INSTRUCTOR 2X’S A WEEK AND IN PERSON **CLINICAL LABS ON EITHER THURSDAY/SATURDAY**. YOU MAY BE REQUIRED TO COMPLETE AN EXTERNSHIP MONDAY- FRIDAY FROM 9:00 -5:00 AT THE SAME TIME THE PROGRAM IS BEING COMPLETED.

**Credentials Earned and Certification**

Upon successful completion of the Clinical Medical Assistant training program and full payment of all class fees, you will receive a Clinical Medical Assistant Class Completion Certificate issued by The Training Expo and will be eligible to register for the [American Medical Certification Association](file:///C%3A%5CUsers%5C17704%5CDocuments%5C%7B%22type%22%3A%22url%22%2C%22src%22%3A%22https%3A%5Cwww.amcaexams.com%22%2C%22newWindow%22%3Atrue%7D) Clinical Medical Assistant certification exam.  Exams are conducted remotely and are offered 3 times a month with Saturday as an optional day.  **AMCA will proctor your exam remotely.** You can opt to take the NHA certification, which will be proctored for each student. Must be paid in full to receive certifications.

**Admission and Requirements**

To be eligible for admission to the Clinical Medical training programs:

* You must be able to read and speak English
* You must be physically able to perform the required duties
* Must have High School Diploma or GED, *if currently enrolled in H.S. your certification will be held until you provide proof of your H.S. Diploma or GED.*

Must present government issued ID

**The following are required for Application:**

* Completed Application form
* $150 non-refundable Application fee per training program
* Documentation of High school diploma or GED
* A valid driver’s license or other government issued photo ID
* A valid social security card
* Must read and agree to Policies as listed in The Training Expo's catalog and policies manual, located on web site – catalog or in the office.
Completed application, click here.

The following are required by the first day of class:

* Pens/pencils, notepad/paper, highlighters.
* Nursing scrubs (pants and top) – Color is black.  Required to be worn to all class/lab sessions.
* Nursing style or tennis shoes.  Required to be worn to all class/lab sessions.
* Training fee paid in full, or Payment Plan Agreement signed.

**Requirements for successful completion of Clinical Medical Assistant training program**

* Students are issued grades on chapter quizzes, projects, participation, exam, and labs.   These grades are averaged for the final class grade.  Final grade must be 75 or higher to pass the training program.
* Student must successful demonstration of ALL lab/clinical skills in classroom setting as determined by instructor
* Student must complete homework and project assignments
* Completion of all lab/clinical requirements, including, but not limited to:
	+ Demonstrate infection control procedures
	+ Prepare blood collection tray
	+ Perform skin puncture and prepare blood smears
	+ Select and prepare blood draw site
	+ Perform successful blood draws

Note:   Instructor will provide current grades/GPA to student upon request.   If your GPA falls below 75 or a student is in danger of not successfully completing the program for any reason, the student will be issued a Warning form.

Participation grade will be issued in consideration of the following:

* Attendance and tardiness
* School and facility policies are followed
* All safety procedures are followed
* Instructor, fellow students and volunteer patients are treated with dignity and respect
* Compliance with dress code
* Demonstrate professional behavior
* Maintain positive attitude and cooperation

**Tuition and Fees**

***$150     Application Fee - is required for Application and is not refundable, unless requested within 3 days of signing the Application Form.***

Clinical Medical Assistant – One Certification Only - $3,500.00

Clinical Medical Assistant PLUS – Two Certifications – (CCMA and CPT – Clinical Medical Assistant and Phlebotomy Technician) - $7,000.00

**Tuition fee includes:**

Textbook
Training materials and supplies
Certification exam prep

Certification exam - 1 attempt

***Employment Opportunities***

Completion of training and/or subsequent certification prepares students for employment in a variety of medical facilities, including hospitals, clinics, phlebotomy labs, blood collection companies, doctor’s offices, and life insurance companies.

***Appearance & Dress Code***

*The following are required for a professional appearance, as well as patient safety and infection control:*

* Clean, ironed scrub set.
* Nursing or tennis shoes
* Hair – Long hair must be pulled back
* No visible tattoos
* **Nails – No longer than ¼” beyond fingertips. No artificial nails.  Polish must be a natural/neutral color.**
**If a student arrives and is in violation of above rules they will be required conform to rules, including leaving and return when in compliance.  Any missed time will be documented on attendance record**

***Additional Information:***

Women who are pregnant may be accepted; however, you are strongly encouraged to discuss training requirements (including TB skin test) with your doctor.

The Training Expo's. training program credits are NOT transferable to other institutions.

**Graduation will be held on the campus of completion. We encourage you to invite your family and friends to this celebratory event.**

Any class/clinical session lasting 3 or more hours, brief breaks will be given throughout sessions as needed and appropriate.

All class schedules are subject to change.  Scheduled class end date may be extended due to circumstances beyond our control, such as inclement weather or instructor illness.

Drug screen test is not required for acceptance in this training program but will likely be required by employers.  The Training Expo reserves the right to administer random drug screen and/or alcohol test if deemed necessary.   In addition, drug and alcohol testing is required for optional participation in outside clinical sessions.

A Criminal Record report is not required for acceptance in this training program; however, you should be aware that different employers have varying policies regarding criminal records.  Any criminal record may limit your job opportunities.  In addition, extensive criminal record report is required for optional participation in outside clinical sessions.

Documentation of negative TB skin test or x-ray is not required for this training program but will likely be required by employers.  The Training Expo reserves the right to require student to obtain a TB skin test/chest x-ray at the student’s expense if deemed necessary.    In addition, TB skin test or x-ray report is required for optional participation in outside clinical sessions.