

Certified Clinical Medical Assisting **Evening Classes** at **Area 31 Career Center** for Spring Semester January 19 & January 23, 2023 through June 1, 2023

Program Partners: Vincennes University and Area 31 Career Center

Instructional Hours: 140 hours

Program Overview: The WTAE-Career Training CCMA Program trains students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy, and the 12 lead EKG and the cardiac life cycle. Students review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper EKG lead placements, professional workplace behavior, ethics and the legal aspects of HIPAA in healthcare. Program includes classroom lecture, hands-on labs. Students are required to complete a 80-120 hour clinical externship at the end of the program. Employment placement opportunities are available to students after externship completion.

Certifications: NHA Certified Clinical Medical Assistant, WIN Essential Soft Skills, American Lung Association TB Administrator and CPR Certification

Program Requirements:

1. High School Diploma or High School Equivalency (GED/HSE)
2. Criminal Background Check
3. Drug Screening (9-Panel)
4. Immunization Record
5. Physician Statement
6. Authorization to work in the US



CCMA training requires an 80 to 150-hour externship to be completed after class completion and certification.

Week	Monday 6:00PM - 9:30PM	Tuesday 6:00PM - 9:30PM	Thursday 6:00PM - 9:30PM
1	January 23	January 24	January 26
2	January 30	January 31	February 2
3	February 6	February 7	February 9
4	February 13	February 14	February 16
5	February 20 (No Class)	February 21	February 23
6	February 27	February 28	March 2
7	March 6	March 7	March 9
8	March 13	March 14	March 16
March 20 through March 31—Spring Break (No Classes)			
9	April 3	April 4	April 6
10	April 10	April 11	April 13
11	April 17	April 18	April 20 Employment Services
12	April 24	April 25	April 27
13	May 1	May 2	May 4
14	May 8	May 9	May 11
15	May 15	May 16	May 18
16	May 22 Certification Week	May 23 Certification Week	May 25 Certification Week
17	May 29 (No Class)	May 30 Employment Services	June 1 Employment Services

SCHOLARSHIP PROCESS

1. Go to adulted.info/career, download and print the **class schedule**, and click "Start Here."
 2. **Read everything carefully** before choosing "Click Here to Get Started!"
 3. **Create** a Wayne Township Portal Login with your email and a password.
 4. **Complete ALL** required steps in the 2022-23 Career Training Scholarship Portal, which includes watching videos and uploading documents.
 5. **Schedule** in-person TABE testing in reading, math, and language.
 6. **Complete** a 30-minute video interview.
- At the conclusion** of interviewing and testing, the scholarship committee will review all candidate files.

Competitive selections will be made for awarding of scholarships.

Candidates will be notified of scholarship status by email no later than January 9, 2023.

Certified Clinical Medical Assisting Afternoon Classes at Ben Davis University High School for Spring Semester January 19 & January 23, 2023 through June 1, 2023

Program Partners: Vincennes University & Area 31 Career Center

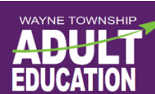
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2. Criminal Background Check
3. Drug Screening (9-Panel)
4. Immunization Record
5. Physician Statement
6. Authorization to work in the US



CCMA training requires an 80 to 150-hour externship to be completed after class completion and certification.

	Monday 12:30PM—4:00PM	Tuesday 12:30PM—4:00PM	Thursday 12:30PM—4:00PM
1	January 23	January 24	January 26
2	January 30	January 31	February 2
3	February 6	February 7	February 9
4	February 13	February 14	February 16
5	February 20 (No Class)	February 21	February 23
6	February 27	February 28	March 2
7	March 6	March 7	March 9
8	March 13	March 14	March 16
March 20 through March 31—Spring Break (No Classes)			
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