

Certified Clinical Medical Assisting Afternoon Classes at Ben Davis University High School for Fall Semester

August 16 & 17 (Orientation 6-9PM) & August 21 through December 21, 2023

Program Partner: Vincennes University

Program Schedule: Monday, Tuesday, Thursday; 12:30PM—4:00PM

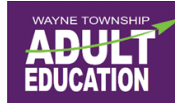
Instructional Hours: 147

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, 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 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 Basic Life Support 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 Health Statement
6. Authorization to work in the US



CCMA training requires an 120-hour externship to be completed after class completion and certification.

Week	Monday	Tuesday	Thursday
1	August 21	August 22	August 24
2	August 28	August 29	August 31
3	September 4 (No Classes)	September 5	September 7
4	September 11	September 12	September 14
5	September 18	September 19	September 21
6	September 25	September 26	September 28
7	October 2	October 3	October 5
	October 9 through October 20—Fall Break (No Classes)		
8	October 23	October 24	October 26
9	October 30	October 31	November 2
10	November 6	November 7	November 9
11	November 13 Employment Services	November 14	November 16
12	November 20	November 21	November 23 (No Classes)
13	November 27	November 28	November 30
14	December 4	December 5	December 7
15	December 11 Certification Week	December 12 Certification Week	December 14 Certification Week
16	December 18 Employment Services	December 19 Employment Services	December 21 Employment Services

SELECTION 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 2023-24 Career Training Scholarship Portal, which includes watching videos and uploading documents.
5. **Schedule** in-person TABE testing in reading, math, and language.
6. **Complete** TABE testing
7. **Attend** a 30-minute virtual interview.

At the conclusion of interviewing and testing, the selection 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 August 10, 2023.

Updated 6/13/2023

Certified Clinical Medical Assisting **Evening Classes** at **Area 31 Career Center** for Fall Semester

August 16 & 17 (Orientation 6-9 PM) & August 21 through December 21, 2023

Program Partner: Vincennes University

Program Schedule: Monday, Tuesday, Thursday; 6:00PM—9:30PM

Instructional Hours: 147

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, professional workplace behavior, ethics and the legal aspects of HIPAA in healthcare. Program includes classroom lecture and hands-on labs. **Students are required to complete a 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 Basic Life Support 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 Health Statement
6. Authorization to work in the US



CCMA training requires an 120-hour externship to be completed after class completion and certification.

Week	Monday	Tuesday	Thursday
1	August 21	August 22	August 24
2	August 28	August 29	August 31
3	September 4 (No Classes)	September 5	September 7
4	September 11	September 12	September 14
5	September 18	September 19	September 21
6	September 25	September 26	September 28
7	October 2	October 3	October 5
October 9 through October 20—Fall Break (No Classes)			
8	October 23	October 24	October 26
9	October 30	October 31	November 2
10	November 6	November 7	November 9
11	November 13	November 14	November 16
12	November 20 Employment Services	November 21	November 23 (No Classes)
13	November 27	November 28	November 30
14	December 4	December 5	December 7
15	December 11 Certification Week	December 12 Certification Week	December 14 Certification Week
16	December 18 Employment Services	December 19 Employment Services	December 21 Employment Services

SELECTION 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 2023-24 Career Training Scholarship Portal, which includes watching videos and uploading documents.
5. **Schedule** in-person TABE testing in reading, math, and language.
6. **Complete**- TABE testing 3 hours.
7. **Attend** a 30-minute virtual interview.

At the conclusion of interviewing and testing, the selection 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 August 10, 2023.

Updated 4/13/2023