Certified Clinical Medical Assisting Evening Classes at Area 31 Career Center for Spring Semester 2024
January 24 (Orientation 6-9PM) & January 29 through May 30, 2024

Program Partner: Vincennes University
Program Schedule: Monday, Tuesday, and Thursday; 6:00PM—9:30PM
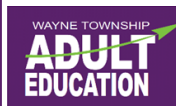**Instructional Hours**: 147
Program Overview: The WTAE-Career Training CCMA Program trains students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, 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, 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. **CCMA training requires an 80-120-hour clinical placement to be completed during the course.** Employment placement opportunities are available to students after externship completion.

Mandatory Clinical Rotations during Weeks 9-16.

Certifications: NHA Certified Clinical Medical Assistant, WIN Essential Soft Skills, OSHA Bloodborne Pathogens, HIPAA and CPR Basic Life Support Certification

Program Requirements:
1. High School Diploma or High School Equivalency (GED/HSE)
2. Indiana Identification (driver's license / state ID)
3. Authorization to work in the US
4. Criminal Background Check
5. Drug Screening (9-Panel)
6. Immunization Record
7. Physician Health Statement

CCMA training requires an 80-120-hour clinical placement to be completed during the course.

Week	Monday 6:00PM - 9:30PM	Tuesday 6:00PM - 9:30PM	Thursday 6:00PM - 9:30PM
1	January 29	January 30	February 1
2	February 5	February 6	February 8
3	February 12	February 13	February 15
4	February 19 (No Class)	February 20	February 22
5	February 26	February 27	February 29
6	March 4	March 5	March 7
7	March 11	March 12	March 14
	March 18 through March 29—Spring Break (No Classes)		
8	April 1	April 2	April 4
9	April 8	April 9	April 11
10	April 15	April 16	April 18
11	April 22	April 23	April 25
12	April 29	April 30	May 2
13	May 6	May 7	May 9
14	May 13	May 14	May 16
15	May 20 Certification Week	May 21 Certification Week	May 23 Certification Week
16	May 27 (No Class)	May 28 Employment Services	May 30 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 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 January 12, 2024.

Updated 1/17/2024

Certified Clinical Medical Assisting Afternoon Classes at Ben Davis University High School for Spring Semester 2024
January 24 (Orientation 6-9PM) & January 29 through May 30, 2024

Program Partner: Vincennes University
Program Schedule: Monday, Tuesday, and 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, 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 80 to 120-hour clinical hours during the program**. Employment placement opportunities are available to students after externship completion.
Mandatory Clinical Rotations during Weeks 9-15.
Certifications: NHA Certified Clinical Medical Assistant, WIN Essential Soft Skills, OSHA Bloodborne Pathogens, HIPAA, and CPR Basic Life Support Certification
Program Requirements:
1. High School Diploma or High School Equivalency (GED/HSE)
2. Indiana Identification (driver's license / state ID)
3. Authorization to work in the US
4. Criminal Background Check
5. Drug Screening (9-Panel)
6. Immunization Record
7. Physician Health Statement

WAYNE TOWNSHIP ADULT EDUCATION — **AREA 31 CAREER CENTER** WHERE PASSIONS BECOME PROFESSIONS — **VINCENNES UNIVERSITY**

CCMA training requires 80-120 clinical hours to be completed during the program.

Week	Monday 12:30PM - 4:00PM	Tuesday 12:30PM - 4:00PM	Thursday 12:30PM - 4:00PM
1	January 29	January 30	February 1
2	February 5	February 6	February 8
3	February 12	February 13	February 15
4	February 19 (No Class)	February 20	February 22
5	February 26	February 27	February 29
6	March 4	March 5	March 7
7	March 11	March 12	March 14
	March 18 through March 29—Spring Break (No Classes)		
8	April 1	April 2	April 4
9	April 8	April 9	April 11
10	April 15	April 16	April 18
11	April 22	April 23	April 25
12	April 29	April 30	May 2
13	May 6	May 7	May 9
14	May 13	May 14	May 16
15	**May 20 Certification Week**	**May 21 Certification Week**	**May 23 Certification Week**
16	May 27 (No Class)	**May 28 Employment Services**	**May 30 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 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 January 12, 2024.

Updated 1/17/2024