

# Certified Clinical Medical Assisting **Evening Classes** at **Area 31 Career Center** for Fall Semester 2025 August 20(Orientation 6-9PM) & August 25 through December 18, 2025

**Program Partner:** Vincennes University  
**Program Schedule:** Monday, Tuesday, and Thursday; 6:00PM—9:30PM  
**Instructional Hours:** 140

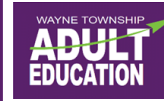
**Program Overview:** The WTAE-Career Training CCMA Program trains students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, 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 a 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 8-14.**

**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. Social Security Card and Authorization to work in the US
4. Criminal Background Check
5. Drug Screening (10-Panel)
6. Immunization Record
7. Physician Health Statement



**CCMA training requires a 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	August 25	August 26	August 28
2	September 1 <b>(No School)</b>	September 2	September 4
3	September 8	September 9	September 11
4	September 15	September 16	September 18
5	September 22	September 23	September 25
6	September 29	September 30	October 2
7	October 6	October 7	October 9
8	October 13	October 14	October 16
<b>October 20 through October 31—Fall Break (No Classes)</b>			
9	November 3	November 4	November 6
10	November 10	November 11	November 13
11	November 17	November 18	November 20
12	November 24	November 25	November 27 <b>(No Class—Thanksgiving)</b>
13	December 1	December 2	December 4
14	December 8	December 9	December 11
15	<b>December 15 Certification Week</b>	<b>December 16 Certification Week</b>	<b>December 18 Certification Week</b>

## 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 2025-26 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 August 13, 2025.**

**Updated 9/17/2024**