

Certified Clinical Medical Assisting **Evening Classes** at **Area 31 Career Center** for Fall 2026

August 13 (Orientation 6-9PM) & August 24 through December 18, 2026

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 9-16.

Mastering the Art of the Interview Seminar Wednesday, September 23

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, Social Security card
4. Criminal Background Check
5. Drug Screening (9-Panel)
6. Immunization Record
7. Physician Health Statement



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Week	Monday 6:00PM - 9:30PM	Tuesday 6:00PM - 9:30PM	Thursday 6:00PM - 9:30PM
1	August 24	August 25	August 27
2	August 31	September 1	September 3
3	September 7 (No Class-Labor Day)	September 8	September 10
4	September 14	September 15	September 17
5	September 21	September 22	September 24
6	September 28	September 29	October 1
7	October 5	October 6	October 8
	Fall Break	No Class Oct 12 to 23	Fall Break
8	October 26	October 27	October 29
9	November 2	November 3	November 5
10	November 9	November 10	November 12
11	November 23	November 24	November 26 (No Class—Thanksgiving)
12	November 23	November 24	November 26 (No Class—Thanksgiving)
13	November 30	December 1	December 3
14	December 7	December 8	December 10
15	December 14 Certification/Transition to Employment	December 15 Certification/Transition to Employment	December 17 Certification/Transition to Employment

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 at adulted.info/career-training-options, which includes uploading documents.
5. **Schedule** in-person TABE testing in reading, math, and language. (Must be done in current school year).
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 enrollment and scholarships.

Candidates will be notified of enrollment status by email no later than August 11, 2026.

Updated 2/19/2026