

CCMA

CERTIFIED CLINICAL MEDICAL ASSISTANT

Afternoon classes at Ben Davis University. Learn patient care, blood draws, and EKGs, then get help to land your first medical job.

MON / TUE / THU

12:30 TO 4:00 PM

CLASSES START

FEB 1



140

HOURS OF TRAINING

15

WEEKS

5

CREDENTIALS

FREE

FOR SELECTED STUDENTS

120

HOURS OF CLINICAL PLACEMENT

Work with real patients in a medical office before you finish. Rotations start over Spring Break.

WHAT YOU LEARN

- Prepare patients for exams and treatment
- Phlebotomy and routine lab procedures
- 12-lead EKG and the cardiac cycle
- Vital signs and medication administration
- Ethics, workplace behavior, and HIPAA

A DAY IN CLASS

- 1 LEARN IT** Pharmacology, cardiology, ethics, and HIPAA.
- 2 BUILD IT** Practice vitals, blood draws, and EKGs.
- 3 PROVE IT** Practice for the NHA CCMA exam.

APPLY IN 3 STEPS

- 1** Apply at adulted.info/career
- 2** TABE assessment (about 3 hrs)
- 3** 30-min virtual interview

Selected students attend on a full scholarship. Full schedule on the back.



SCAN TO APPLY

YOUR SEMESTER

Day one to certified

CLASS AND LAB	SPRING BREAK	CLINICAL ROTATION	CERTIFICATION
Starts Feb 1 No class Feb 15	Mar 29 to Apr 9	Starts over Spring Break, ends May 14	May 24, 25, 27 Transition to Employment

KEY DATES

Feb 1 First class

May 14 Clinical rotations end

May 20 CT Hiring Fair, 6:30 PM

May 24, 25, 27 Certification week

NO CLASS

Feb 15 Presidents' Day **Mar 29 to Apr 9** Spring Break

TO ENROLL, YOU NEED

- High school diploma or HSE (GED) suggested. No diploma? Enroll in and pass our HSED boot camp before class starts.
- Indiana ID (driver's license or state ID)
- Authorization to work in the US and Social Security card
- Criminal background check and 9-panel drug screen
- Immunization record and physician health statement

BEFORE CLINICALS

Health steps that every student completes

Feb 2 to 4 TB clinic, round 1

Feb 9 and 11 TB clinic, round 2

Feb 9 Vaccination clinic, 5 PM

Feb 26 Drug test deadline

Mar 16 Vaccination clinic II, 4:30 PM

Mar 22 CastleBranch due

Our nurse facilitator walks you through each step!

FOR EMPLOYERS AND PARTNERS

MEET YOUR NEXT MEDICAL ASSISTANT

Graduates finish 140 hours of training and a 120-hour clinical placement. They arrive with vitals, phlebotomy, 12-lead EKG, patient prep, and HIPAA skills.

CREDENTIALS EARNED

NHA Certified Clinical Medical Assistant

National medical assistant certification

CPR Basic Life Support

CPR for healthcare settings

OSHA Bloodborne Pathogens

Safety around blood and body fluids

HIPAA

Patient privacy training

WIN Essential Soft Skills

Work-readiness credential

WORK WITH US

- Host students for clinical rotations this spring
- Meet candidates at the CT Hiring Fair, May 20
- Recruit trained candidates before they graduate

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