

Medical Assistant Apprenticeship Program



12 month period

The Medical Assistant Apprenticeship program takes just one year to complete.



156 hours of online training

Apprentices are responsible for completing the online coursework on their own time.



2,000 hours

The term of the apprenticeship program is 2,000 hours of on-the-job, paid work experience.



No Charge to Candidates

Apprenticeship costs are currently covered by grants, includes CCMA test preparation, and testing fee.

About the Program

Medical Assistant Apprenticeship with Allied Health West JATC creates a true “earn and learn” pathway to employment for job seekers, leading to a nationally-recognized credential, the Certified Clinical Medical Assistant (CCMA) through National Healthcareer Association.

Apprenticeship combines paid on-the-job training, related instruction online, mentorship, and incremental wage increases.

Medical assistants complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of the practice.

Benefits to employers include increased number of MAs completing training with certification and a formalized onboarding process. Potential to lower recruitment costs by centralizing processes through apprenticeship program.



100% of our test-takers pass the CCMA exam on the first attempt

Application Process

Applicants are screened by the Apprenticeship Coordinator to determine whether they meet minimum qualifications. Currently, to be eligible an individual must be at least 18 years of age and have a high school diploma/GED.

Successful candidates generally have a background in allied health or administrative work, are highly organized and able to multi-task. Empathy and professionalism are highly valued by employers.



Requirements

Employers are under no obligation to hire any applicant they interview, and the individual must also meet all hiring criteria from each respective employer. Applicants must:

- Pass a Criminal background check
- Pass a pre-employment drug screening
- Other site-specific employer related policies

How to Apply

Currently accepting applications in all counties in Oregon. Due to COVID-19 restrictions, in person workshops have been suspended. Please email Alane Jennings at ajennings@sowib.org. Applicants will be requested to provide:

- Driver's License
- Copy of High School diploma or GED certificate



Women, minorities, people with disabilities, and veterans are encouraged to apply.

For More Information, contact:

Alane Jennings

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Coos Bay, OR 97420

Telephone: (541) 297-4735

E-mail: ajennings@sowib.org

Website: www.sowib.org/apprenticeships



The AHW Apprenticeship program is an equal opportunity employer/program, and auxiliary aids and services are available upon request to individuals with disabilities. AHW shall not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 18 years old or older. AHW shall take affirmative action to provide equal opportunity in apprenticeship and shall operate the apprenticeship program as required under This Plan and Title 29 CFR, part 30. Veterans preference applies. This workforce product was 100% funded by Apprenticeship State Expansion grants awarded by the U.S. Department of Labor's Employment and Training Administration (\$353,000 & \$692,500) The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.