

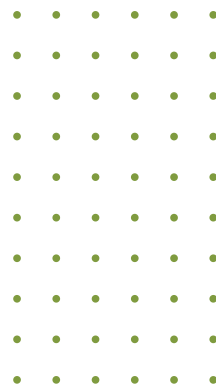
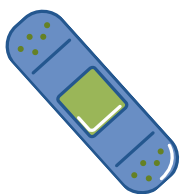


Medical Assistant Apprenticeship

Employers strengthen your team, streamline hiring, and support community health.

Build a healthcare workforce with on-the-job training and online education.

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Medical Assistant Apprenticeship

FAQ For Employers

What is an apprenticeship?

Apprenticeship is a time-tested, “earn while you learn” strategy that combines paid on-the-job training, related instruction online or in a classroom, mentorship, and incremental wage increases.

It has been used successfully for decades in industries like construction and manufacturing. Recently, there has been a significant push to expand the model to other sectors. In a Registered Apprenticeship, employers work with the program's sponsoring to identify the competencies, timelines, and related coursework for the occupation in which training is being offered.

What is expected of a Training Agent?

Employers who wish to participate in an apprenticeship register to become a Training Agent. Training agents are responsible for paying apprentices on a progressive wage scale for the hours worked. Typically, because apprenticeships combine training and employment, apprentices start at a rate that is a percentage of what a certified or licensed worker in that field would make. Additionally, Training Agents would need to provide assurance that apprentices are supervised by competent and qualified “journey-level” workers on staff during their training period.

How long is the apprenticeship for and what other training is required?

The term of our apprenticeship program is 2,000 hours of on-the-job, paid work experience, with 156 hours of related classroom instruction that is delivered online. Apprentices are responsible for completing the online coursework on their own time and are not typically paid for those hours. The classroom training is built around preparation for the apprentice to sit for and successfully pass the Certified Clinical Medical Assistant (CCMA) exam from the National Healthcareer Association (NHA), a nationally accredited certifying body approved to meet all Meaningful Use/MACRA requirements. We continue to have a 99% pass rate for completers on the exam, as compared with 78% nationwide.

What are the costs to employers?

The progressive wage scale used for apprentices is based on a salary survey of participating employers and is updated annually. Our apprentices' minimum starting rate is \$15.77 per hour, with a bump to \$17.34 after successfully completing 1,000 hours of employment and reasonable progress through the related online training. These rates are for non-urban counties in Oregon and are subject to increase on July 1, 2024.

Many employers currently working with our program elect to pay higher than the minimum at their discretion, but it is not required. Previously, this apprenticeship was covered by DOL grant funds but that has ended. This program is now an employer-based model where apprentices are not charged. The program costs \$4000 per apprentice, with 50% due at registration and 50% due at the 90-day mark. This apprenticeship is on the ETPL thus, WorkSource WIOA funding may be able to cover all or part of the program for employers.

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How are apprentices placed, and what happens after employment has begun?

The apprenticeship Manager screens applicants to determine whether they meet the minimum qualifications. To be eligible, an individual must be at least 18 years old and have a high school diploma or GED.

From there, applicants are ranked via a scoring system determined by employer partners to identify the most desirable candidate traits and placed into a pool. Employers hire apprentices from the pool as needed and on a first-come/first-serve basis, with the top ranked candidates referred for interviews.

Employers are under no obligation to hire any applicant they interview, and the individual must also meet all hiring criteria from each respective employer, including any background checks or drug screens. If an employer elects not to hire the applicant referred from the top of the list, they can request additional candidates or choose to hire outside the apprenticeship program.

Once a hire is made, the employer retains all rights to terminating employment as they would with any other staff member. The apprenticeship program also maintains written standards, policies, and procedures that spell out how to address poor performance, lack of professionalism, or other issues that might arise.

As the apprentice progresses through the program, they maintain contact with the Apprenticeship Coordinator, who collects all required documentation – such as Monthly Progress Reports – that must be submitted to the state.

Can an employer place currently employed staff that they have internally identified into the program?

Yes. Although there may be some restrictions that the Apprenticeship Coordinator can help identify, employers working with our program often utilize their own internal talent development pipelines to identify candidates they would like to promote into expanded roles through apprenticeship. In that way, apprenticeship is an excellent model for employers wishing to establish career pathways and opportunities for advancement for their employees.

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.

**For more information, contact Laura Pumphrey, Apprenticeship Manager at
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