



## Medical Assistant Apprenticeship – Occupational Overview for Employers – 6/2020

Employers, start adding to your skilled workforce today! The Health Care Apprenticeship Consortium (HCAC) training program for certified Medical Assistants is the solution to help you recruit and retain your clinic employees.

A certified Medical Assistant is a licensed staff person able to perform clinic, lab, and hospital tasks consistent with their license. Apprentices “learn while they earn”—working full time while gaining skills taught by experienced teachers, coaches, and mentors. Medical Assistant apprentices are supervised by their provider and work with other Medical Assistants who are trained as mentors. Classrooms and Lab are hybrid—virtual real-time classrooms and in-person labs available throughout Washington and adjoining communities.

Details:

The apprenticeship program for Medical Assistant involves 288 hours of classroom and lab, and 2,000 hours of work experience.

To become Medical Assistants, program apprentices must pass the Medical Assistant Certification Exam leading to their Medical Assistant-Certified registration, obtained through the Washington State Department of Health.

Health Care entities employing Medical Assistant apprentices complete simple Training Agent and Non-Discrimination agreements to register as an employer (“training agent”) with the Washington State Apprenticeship and Training Council (we help employers every step of the way).

Mentors at each location assist the provider and clinical staff with Apprentices’ on-the-job learning.

Employer program cost: \$3,200 per apprentice (this is currently covered by grants, as of June 2020)

Countdown schedule to a Medical Assistant cohort start (depends on the hiring sequence and background check timing for each employer):

- Three months before the program starts:
  - Employer discussions with Program/Training Agent Agreement
  - Clinic, shift, and lab arrangements defined
  - Local community & target recruiting starts



- Two months in advance:
  - Marketing for candidates
  - Mentor training
  - Establish hiring process
  - Collect applications/conduct interviews
  
- One month out:
  - Enrollment and onboarding
  - Complete mentor training and placement
  - Assign apprentices/final details
  - Apprentices register with the Clinic Commission
  
- Program starts
  - Orientation
  - Clinic work and classes start

### **Registered Apprenticeship & College Credit**

The Medical Assistant program is governed by and accredited through the Health Care Apprenticeship Consortium's Apprenticeship Program Standards with the State Apprenticeship Council. Apprentices earn college credit for classroom and lab time. Please ask for a copy of our program standards if you don't have them.

### **The Health Care Apprenticeship Consortium**

The Consortium is open to all healthcare employers in Washington. The Health Care Apprenticeship Consortium is a multi-union and multi-employer Washington State-registered Joint Apprenticeship Training Committee, sponsored by SEIU Healthcare 1199NW Multi-Employer Training and Education Fund.

**For more information, visit [healthcareapprenticeship.org](http://healthcareapprenticeship.org).**