

## Medical Assistant Apprenticeship

### Occupational Overview for Employers

**Cohorts scheduled for October 2022 & January 2023**

Expand and enhance your skilled workforce today! The Health Care Apprenticeship Consortium (HCAC) training program for Medical Assistants helps you recruit and retain skilled medical assistant employees.

A certified Medical Assistant (MA-C) is a licensed staff person able to perform clinic, lab, and hospital tasks consistent with their license.

### Benefits of Apprenticeships

Apprenticeship programs, in addition to adding new staff, are proven to build retention of current staff mentor/preceptor Medical Assistants and increase their leadership skills. Apprentices “learn while they earn”—working full time while gaining skills taught by experienced teachers, coaches, and assigned mentor/preceptor Medical Assistant. Apprentices earn college credit through our college program partnerships. Healthcare Apprenticeship positions typically attract more than 30 qualified candidate applications per opening.

Learn more by [visiting our website](#), and by watching these informative short videos:

[Healthcare Apprenticeship Consortium - Overview](#)

[Healthcare Apprenticeship Consortium -Employer Apprenticeship Implementation](#)

### Program Details

The apprenticeship program for Medical Assistants involves:

- **288 hours** of classroom and lab sessions
- **2,000 hours** of work experience
- Passing the Medical Assistant Certification Exam, leading to the Medical Assistant-Certified registration, obtained through the Washington State Department of Health.

### Process

Healthcare organizations employing Medical Assistant apprentices must complete simple Training Agent and Non-Discrimination agreements to register as an employer (“Training Agent”) with the Washington State Apprenticeship and Training Council ([we provide guidance to help you complete this requirement](#)).

Medical Assistant apprentices are supervised by other Medical assistants who are trained as mentor/preceptors. Mentors at each location assist the provider with apprentices’ On-the-Job learning. Classrooms (virtual real-time) and Labs (in-person) are hybrid, with access available throughout Washington and adjoining communities.



**Employer program cost: \$3,700 per candidate**

This may be covered by WDC \$\$, so please [contact us](#) to learn more.

## Timeline

Medical Assistant cohort start (depending on the hiring sequence and background check timing for each employer):

### 2 – 3 months before program starts

- Sign agreements (TAA, EEO, etc.)
- Determine clinic, shift & lab details
- Establish implementation processes

### 1.5 – 2 months in advance

- Candidate recruitment
- Mentor training
- Finalize OJT Plan
- Applicant review & interviews

### 2 weeks in advance

- Enrollment & onboarding
- Mentor & apprentice assignment
- Register apprentices with regulatory agency(s)

### Program starts

- Orientation
- Classes and clinic begin

The Medical Assistant program is governed by and accredited through the Health Care Apprenticeship Consortium's Program Standards with the State Apprenticeship Council. Copies of our program standards are available upon request.

### The Health Care Apprenticeship Consortium

The Consortium is open to all healthcare employers in Washington. The Health Care Apprenticeship Consortium (HCAC) is an all-employer (signatory and non-signatory) and multi-union Washington State-registered Joint Apprenticeship Training Committee, with program administration by the SEIU Healthcare 1199NW Multi-Employer Training and Education Fund.

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