



The **Medical Assisting Career Certificate (C.C.)** allows students to gain practical experience and master the skills needed for medical assisting jobs in local hospitals, doctor's offices and clinics. In addition, students may qualify to take the Registered Medical Assistant examination to become a Registered Medical Assistant (RMA).

Program length – 1,300 total contact hours

As a clock hour program, you must obtain all scheduled hours to be eligible for financial aid and be eligible to take the national exams. It is critical not to miss any hours.

Once conditionally admitted into the program, you will need to submit a background check and drug screen through Complio. Additional information will be sent on acceptance.

Physicals, titers (blood lab tests), vaccines and/or boosters will be required once accepted into the program and additional information will be sent **(these will need to be completed one week BEFORE the first day of class)**.

View [the Core Performance Standards of the program](#).

The following requirements are to be completed after provisional acceptance into the program:

1. Health physical
2. Documentation of required Titters (blood draw confirming immunity)
3. Ten-panel Drug screening
4. Florida Department of Law Enforcement (FDLE) background check
5. Basic Cardiac Life Support (BLS for Healthcare Providers) through an approved **American Heart Association** only.

GENERAL PROFESSIONAL INFORMATION

Industry Information: 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. Employment of medical assistants is projected to grow 25 percent from 2014 to 2024, much faster than the average for all occupations.

- This program is designed to prepare students for employment as competent, confident entry-level Medical Assistants in a non-discriminatory and supportive learning environment.

Rotations/Practicum: Clinical externships (practicum) are scheduled in various health care settings and are a required part of your program of study to assist you in obtaining hands-on experience in your chosen discipline while learning in your student role. These hours are 8 a.m. to 5 p.m., Monday through Friday while physician offices are open. *Please note that night students will need to do the same daytime practicum hours*

Jobs: Medical assistants work in physicians' offices, hospitals, outpatient clinics and other health care facilities. For current salary information, please refer to the United States Department of Labor — Bureau of Labor Statistics, <http://www.bls.gov/>. Upon completion of coursework, Florida State College at Jacksonville does not guarantee employment or salary in a given field of study. Any jobs mentioned are given as examples of potential employment.

RECORD OF CONVICTION OF A CRIME

Clinical agencies which Florida State College at Jacksonville utilizes for PT program clinical education have the right to not accept a student for clinical externships based on the student's background check and the clinical facilities policies and procedures for clinical education.

Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant if the candidate or applicant or

any principal, officer, agent, managing employee, or affiliated person of the candidate or applicant:

(a) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a pretrial diversion or drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:

For further information, refer to Section 456.0635, Florida Statute.

NOTE: It is the applicant's responsibility to monitor their **FSCJ student email account** for notification of missing paperwork and of the status of a seat in the program. Failure to monitor may cause the candidate to lose his/her seat.

All applicants should contact an Advisor for questions on admissions requirements.

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*** Please visit the link below or scan the QR code to complete a questionnaire regarding class times and locations.**

<https://forms.office.com/r/LxH44iQhqD>

