

Dartmouth Health Career Institute

Medical Assistant Apprenticeship Program

Medical Assistants (MAs) are valued members of the clinic care team. The MA role is fast-paced, interesting, and patient safety guides every interaction. The MA is the first person to welcome a patient to the clinic and they set the stage for a comfortable, caring experience.

Program Overview:

The Medical Assistant Apprenticeship program is 12 weeks long and a blend of in-person and virtual classes. Classes are held Monday through Friday from 7:45am/8:00am to 4:15pm/4:30pm. In addition to classroom instruction, trainees can expect a significant amount of homework and studying outside of the classroom hours. The course material is taught using a combination of in-person classroom instruction, online activities, skills labs, and shadowing.

Classes offered during the program include: Intro to Anatomy & Physiology, Medical Terminology, Pathophysiology, Pharmacology, Communication for the Healthcare Professional, Medical Assistant Standards & Practices, and Clinical Medical Assisting Lab.

At the conclusion of the 12-week classroom component, trainees sit for the Certified Clinical Medical Assistant (CCMA) Exam. Upon starting work in the clinic they will be enrolled in a 2,000-hour Registered Apprenticeship with the US Department of Labor. The salary will increase from the training wage (\$680/per week) with structured increases based on competency development and performance at both the midpoint of the apprenticeship (approx. 1,000 hours) and again at the conclusion of the apprenticeship (2,000 hours). Detailed wage information will be shared by the program team during the application process.

Frequently Asked Questions

What is a registered apprenticeship?

Apprenticeship provides a unique, flexible training system that combines job related technical instruction with structured on-the-job learning experiences. Apprentices have the opportunity to “earn while they learn” as they become more proficient on the job. Monthly professional and technical competencies are reviewed and learning plans are developed with supervisors. Technical and professional competencies are introduced during the classroom educational portion with the expectation that the apprentice will develop proficiency over their apprenticeship.

How much does it cost to participate?

There is **no direct cost** to the individual associated with participating in the program. Trainees are provided with the basic materials to complete the education program, including textbooks, a set of scrubs, and loaned a classroom computer. Trainees will need access to reliable internet for virtual class and out-of-classroom work.

Will I receive a certificate if I graduate?

Yes. Trainees receive a certificate of completion from the Dartmouth Health Career Institute for the 12-week training. At the conclusion of the classroom component, trainees sit for the Certified Clinical Medical Assistant (CCMA) Exam. Upon passing, trainees earn the NHA CCMA credential. Upon completion of the one-year apprenticeship, apprentices receive a Certificate of Apprenticeship Completion from the US Department of Labor. Students have the option to complete additional college coursework throughout their apprenticeship which can lead to the additional Medical Assistant credential of RMA (through AMT).

Do I earn college credit?

Students are co-enrolled in the DHCI and Colby-Sawyer College at the beginning of the program. Graduates of the program earn 25 college credits at no cost for the 12 weeks of training and are eligible to earn an additional **21 credits** throughout the apprenticeship, also at no cost. These additional apprenticeship credits can lead to an optional additional medical assistant credential (AMT- RMA). Detailed information will be provided to selected trainees during program enrollment.

Will I be paid while I am a student during the 12 weeks?

Yes. Trainees will be hired and earn a training wage of approximately \$680 per week during the 12 weeks of class. Trainees will become eligible for benefits on Day 1 of employment. Upon successful completion of the 12-week classroom training, they transition to an MA Apprentice role and receive an increase in pay.

Is there anything I need to do before being hired by Dartmouth Health?

Yes, all selected individuals will go through Dartmouth Health's pre-employment screenings, which include a Criminal Background Check, Education Verification, Reference Checks, Drug Screen, Immunization Review, and a Health Screening.

What if I am currently unable to enroll or miss the application deadline for the program?

Please contact us at DHCI@hitchcock.org or directly to the program leader with an inquiry about current (pre-MA) employment opportunities and future training opportunities. Additionally, at select locations, we have developed an interim role that, will give you the opportunity to start work in a clinic, gaining valuable exposure and experience prior to entering into the Medical Assistant Apprenticeship Training Program.

For other questions or if you would like to set up a time to connect with one of our program staff- please email us at DHCI@hitchcock.org