



MEDICAL ASSISTANT PROGRAM CHECKLIST

As you start your Futuro Health Scholar Journey, we want to ensure that you are set up for success. Please carefully review the acknowledgements, checklist items and timeline below to confirm your readiness and willingness to successfully complete all requirements for the Medical Assistant Program.

REQUIREMENTS FOR THE PROGRAM

- Access to a working computer & reliable internet source

- Ability to commit to up to 1 year for program completion. This includes 2 months in the prerequisite course – Human Touch Healthcare, followed by 9 – 11 months of technical program learning and mandatory non-paid externship. **Every student in the program is required to complete an in-person clinical externship as part of the Medical Assistant program, and to be up to date on [all vaccinations](#). Externship placement will be decided by your Education Provider and typically lasts between 4-6 weeks with the expectation of 8 hours a day, 5 days a week (Monday-Friday).*

- Access to your Futuro Health scholar portal to complete the following:
 - Save Coach contact information (main point of contact)
 - Sign all Scholar Agreements
 - Complete Application & Registration Payment
 - Access Education Journey
 - View Career Services

- Acknowledgement of [immunization requirements](#) as stated in scholar agreements and application.

- Complete FAFSA Application with your Educational Provider (if eligible)

PRIOR TO STARTING HUMAN TOUCH HEALTHCARE PREREQUISITE COURSE

- Connect with your Futuro Health Coach to select & confirm a start date for Human Touch Healthcare.
 - Commit to chosen start date. **You will only be granted 1 start date change if necessary*

- Pay application fee (\$150) in your Futuro Health scholar portal

- Prepare for success
 - Communicate to your Coach what you are excited for and what will be the greatest challenge.



- Acknowledge your responsibility to meet with your Coach upon any changes to your agreed upon timeline.
- Create a personalized time management plan.
- Gather a network of support from your family and friends. Accountability is key!

HUMAN TOUCH HEALTHCARE PREREQUISITE

- Check your email 1 week prior to start date for course & orientation information
 - Orientation email to include Canvas access information & course information. **You will likely need to reply acknowledging that you have read & received this email.*
- Engage in all coursework as required for participation
- Attend required live-sessions
- Connect with Human Touch Healthcare Facilitator as necessary to discuss your coursework
- Review Education Provider Snapshot:
 - Review Educational Provider locations, and lab times
 - Review in-person time commitments for labs, externships, and course modules
 - Review Educational Provider immunization requirements via the snapshot
- Meet with your Coach to discuss & confirm your top Education Provider choice for the Medical Assistant Program
 - Confirm start date with your chosen provider
- Complete Human Touch Healthcare capstone assignment & obtain passing grade. *A passing score is required in order to secure a Futuro Health Scholarship into the Medical Assistant Program.**

ENROLLMENT INTO MEDICAL ASSISTANT PROGRAM

- Engage with Educational Provider outreach. **Educational Provider will contact you directly – you must engage to begin enrollment process. They will become your new point-of-contact in your scholar journey*
- Provide & complete all required enrollment steps as assigned by Ed Provider



Complete and turn in all necessary forms

Complete FAFSA

Attend/complete Ed Provider orientation & Financial Aid meeting *Orientation is often a requirement

Acknowledge that your Education Provider may require you to complete the following:

- Drug Screen
- Immunization records and updates
- Criminal Background Check
- Other out-of-pocket costs associated with program completion

*These are completed at Educational Provider's discretion and are not always covered under your Futuro Health tuition scholarship

Show proof of all required immunizations

Prepare for success in the Medical Assistant Program

- Ask any & all questions you may have to both Ed Provider and Futuro Health Coach
- Have schedule availability & time management plan in place
- Prepare for non-paid in-person externship hours – including caregiving arrangements & current job awareness

MEDICAL ASSISTANT PROGRAM

Read program syllabus

Acknowledge participation requirements

Engage & participate in all required coursework

Connect with Futuro Health Coach during midpoint of program to discuss progress & externship requirements for completion

Complete all required externship hours *4-6 weeks, 40 hours per week, varies by provider

Complete all tests & coursework (Certified Medical Assistant (CMA) Certification Exam offered through the American Association of Medical Assistants (AAMA) or through the National Center for Competency Testing (NCCT), depending on your assigned education partner.)

OBTAIN A CAREER AS A MEDICAL ASSISTANT



Engage with Educational Provider's student or career services team