

UNITEK SNAPSHOT

MEDICAL ASSISTANT PROGRAM

CATALOG

The Unitek Catalog is located [here](#).

PROGRAM DETAILS

The program consists of both online/asynchronous and in-person portions. There are in-person lab days required every week. This program is 9-months long with the externship completed at the end of the program traditionally consisting of 4-6 weeks.

IMMUNIZATION DISCLOSURES

Unitek requires that proof of immunization is submitted prior to start. Futuro Health advises all scholars to complete these required immunizations prior to completing their Human Touch Healthcare course to ensure that they are ready for Unitek enrollment. For those who have not been immunized, **this process could take up to 6 months.**

- 2 x MMR (measles, mumps & rubella) or titer immunity in the last 3 months
- 2 x Varicella (chickenpox) or titer immunity in the last 3 months
- 2 x Hepatitis B or titer immunity in the last 3 months
- 2 x Covid 19 (Proof of injections-NOTE: there is a 3-week gap needed between the 1st and 2nd immunization) and booster.
 - Covid Booster- **Scholars may need to have additional boosters nearing the time of their externship.**
- One Step PPD (TB) or blood titer showing non-infection – **This will likely not be required until nearing your externship start date (typically within 6 months). This is either a one or two step PPD Mantoux test, blood titer or chest Xray.**

Please note that all scholars will be required to show proof of the immunizations listed above to Unitek **prior to enrollment**. You can send your immunizations to FuturoStudentInquiries@unitek.com after you have confirmed your registration for a Unitek start date with your Futuro Health Coach.

EXTERNSHIP DISCLOSURES

Attending an externship is mandatory for the successful completion of your Medical Assisting program. It will take place at an externship site coordinated by Unitek, and the site will be based upon availability only. Scholars will be responsible for coordinating with their employer and childcare if needed during this time.

- All scholars are required to complete 165 hours of externship
- Externships are full time with a minimum requirement of 32 hours per week for 4-6 weeks consecutively
- Externship site hours are offered during regular daytime working hours Monday through Friday

LAB SCHEDULES

The mandatory labs required by this course vary by location, and we urge scholars to make sure they can be present for all in person labs prior to beginning their course. The program is offered in a hybrid format with online course work and in-person labs every week. The lab schedules by location are as follows:

- **Bakersfield:**
 - Monday & Wednesday: 8:00am-12:15pm
 - Tuesday & Thursday: 10:00am-2:15pm or 5:30pm-9:45pm
- **Concord:**
 - Monday & Wednesday: 12:45pm-5:00pm **or** 5:30pm-9:45pm
 - Friday: 8:00am-5:00pm
- **Fremont:**
 - Monday & Wednesday: 8:00am-12:15pm
- **Hayward:**
 - Tuesday & Thursday: 8:00am-12:15pm **or** 5:30pm-9:45pm
- **San Francisco:**
 - Monday & Wednesday: 10:00am-2:15pm
 - Tuesday & Thursday: 8:00am-12:15pm
- **San Jose:**
 - Monday & Wednesday: 1:00pm-5:15pm
 - Tuesday & Thursdays: 8:00am-12:15pm and 10:00am-2:15pm
- **Sacramento:**
 - Monday & Wednesday: 8am-12:15pm **or** 10:00am-2:15pm **or** 12:45pm- 5pm **or** 5:30pm-9:45pm
 - Tuesday & Thursday: 8:00am-12:15pm **or** 10:00am-2:15pm **or** 5:30pm-9:45pm

Please Note: For locations that offer more than one lab schedule, not all time or day options may be available for every start date. Lab schedules are subject to change at the discretion of Unitek College.

ENROLLMENT DISCLOSURES

After your successful registration for the course through Futuro Health, Unitek will require the following:

- Government ID
- Proof of High School Diploma/GED/High School Equivalency
- Enrollment Assessments
- FAFSA completion
- Proof of immunizations as listed above under “Immunization Disclosures”

All scholars will be expected to attempt submission of a FAFSA. Eligibility for funding will not affect the scholar's ability to continue in the program. **Additional questions regarding FAFSA eligibility should be directed to Unitek's Financial Aid Department once they have contacted you.**

SCHOLAR OUT OF POCKET COSTS

Futuro Health covers the cost of tuition for your Medical Assisting program, however, there are some out-of-pocket costs required from the scholar for enrollment with Unitek.

- Cost of drug testing
 - **Please Note: Marijuana use is not allowed regardless of state laws, and you may be tested for this substance.**
- Cost of background check
- Cost of immunization verification testing (if needed)
- Verification of international High School transcripts (if needed)
 - If your international POG has already been evaluated/translated, it must be sent directly to the Unitek's (distro) team directly from the evaluator, not by the scholar. Approved evaluators: <https://www.naces.org/members>. If you need your international POG evaluated, Unitek can assist you.

Please Note: There may be additional out-of-pocket costs required for your program.

TUTORING SESSIONS

Unitek offers an amazing free tutoring session at every campus, **every Friday**. Tutoring occurs from **9am-Noon**. To reserve your place to attend a Tutoring Session please, contact your admissions representative.

BEST SCHOLAR POINT OF CONTACT

With questions regarding your enrollment or campus related questions, please contact Unitek directly using the information listed below.

- Main Phone: 888-979-4474
- Email: Studentservices@unitek.com

Please Note: Reaching out to Unitek prior to securing a start date with your Coach is not advised. Scholars not yet enrolled will not be in Unitek's system, therefore, Unitek will likely refer you back to your Coach before assisting you.

CAREER SERVICES

Futuro Health's mission is to grow the Allied Health Workforce. It is highly recommended that you utilize your Educational Provider's Career Readiness resources. Actively preparing for employment throughout your program is essential. Unitek provides lifetime support of the below items:

- Coaching
 - Job readiness workshops and classroom presentations
- Ongoing career coaching, before and after graduation
 - Applying to a job
- Guidance in preparing cover letters, resumes and thank-you letters
 - Advice on follow up to applications, resumes and interviews
- Job information
 - Advice on networking and building industry contacts

- Provide job leads
 - Interviewing
- Job referral and interview scheduling
 - Practice interview sessions
- Community
 - Participate in community organizations, committees, and network with employers
- Externship
 - Supports the externship process for externship-to-hire opportunities

***Additional benefit – can receive reimbursement from Unitek for the MA Certification Exam.**

LOCATIONS

The Unitek campus locations are listed below:

- Concord:
 - 1401 Willow Pass Rd,
Concord, CA 94520
- Fremont:
 - 4670 Auto Mall Pkwy,
Fremont, CA 94538
- Hayward:
 - 21615 Hesperian Blvd,
Hayward, CA 94541
- San Francisco:
 - 257 Longford Drive #5
South San Francisco, CA 94080
- San Jose:
 - 6800 Santa Teresa Blvd, Ste. 200
San Jose, CA 95119
- Sacramento:
 - 4330 Watt Avenue, 4th Floor
Sacramento, CA 95821

Please Note: Please make sure that you can commute to the location of your choosing for labs. Externships will be offered at a reasonable distance from this location. If you are unable to commute for **both** requirements, it is recommended that you choose an Educational Provider closer to your immediate location that better suits your needs.