Clinical Medical Assistant

The Medical Assistant program accepts approximately 10 students per course. Students will receive hands-on training in vital sign measurement, Phlebotomy, EKG administration, and infection control, along with an understanding of medical law and ethics. Upon successful completion of the course, students will be eligible to sit for the Certified Clinical Medical Assistant (CCMA) exam through the National Healthareer Association (NHA).

Course Dates:
April 14, 2025 - August 14, 2025
18 weeks, 488 contact hours
Hybrid

Class Meets:
Monday & Wednesday- On Campus 10:00 a.m. to 2:00 p.m.
Tuesday & Thursday- Online 10:00 a.m. to 2:00 p.m.
Friday - On Campus, Skills Lab 8:00 a.m. to 12:00 p.m. (Starts on Week 14)

Registration Dates:
Deadline to Register: March 5,2025
Deadline to submit required documents & payments: March 28, 2025

Tuition Fees:
$2,000 (Certification exam included with tuition)

Textbooks: To be Purchased from Amazon:
    Hartman's Medical Assisting: The Basics 1st Edition
    ISBN: 978-1604251487- $62.50

    Hartman's Workbook for Medical Assisting: The Basics
    ISBN: 978-1604251494- $25.00

Eligibility Requirements:

Minimum age of 18 years old prior to first class day
Minimum education of high school diploma or GED

Required Documents:
At the time of registration submit the following

- Copy of driver's license
- Copy of High School Diploma/High School Transcripts/GED

Additional Required Documents to be submitted AFTER Acceptance into the Program:

- Documentation of all required basic or childhood immunizations; including a current tuberculosis skin test, documentation of starting and completing the Hepatitis B vaccination, and current flu shot.
- Current negative drug test
- Current negative background check.

Instructor: Candice Williams

Class Location: Kilgore College- Longview Campus, Hendrix Bldg Room # 309

    300 S. High St. Longview, Tx 75601

MEDICAL ASSISTANT REGISTRATION CHECKLIST

☐ Copy of Driver's License

☐ Copy of High School Diploma/Transcript/GED

☐ Copy of Immunizations

- o MMR _____
- o TDAP_____
- o Documentation of Varicella (Chickenpox)
  - ▪ Titer ____   Dose #1 ____ Dose #2_____
- o Influenza Vaccine (if seasonal Appropriate)
- o Documentation of Hepatitis B Vaccine:
  - ▪ Dose # 1 ___ Dose #2 ____ Dose #3 _____

☐ Negative Tuberculosis Skin Test:

- o Date given: _____ Date Read: _____

☐ Negative Drug Screen

☐ Clear Background Screen

HOW TO APPLY FOR TRUE GRANT

- **Complete the 25-26' FAFSA at www.studentaid.gov**
- **Contact Amber Paredes within the three days following. Her contact information is as follows:**

  > **Amber Paredes**
  > **(903) 983-8217**
  > **e-mail aparedes@kilgore.edu**

- **Email eligibility form (Attached) to Amber and inform her of which course you are enrolled in and would like to see if you qualify to the TRUE grant.**

Please feel free to reach out if you have any questions or concerns.

KILGORE COLLEGE

TEXAS AID PROGRAMS
STATEMENT OF STUDENT ELIGIBILITY

Student Name: _____   **Student ID#:** _____

In accordance with Texas Education Code, Section 51.9095, male students must file a Selective Service Statement of Registration Status with their institution or other entity granting financial assistance. For more information about the Selective Service System, visit www.sss.gov.

Please mark one option below:

☐ I was born female and not required to register.

☐ I was born male and am under the age of 18 and not currently required to register.

☐ I was born male and am REGISTERED with the Selective Service.

☐ I was born male and am over the age of 18. I am not registered with Selective Service and I am not exempt from registration with Selective Service.

☐ I was born male and am EXEMPT from registration because: (please briefly explain why you are exempt in the area below.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

Please see page 2 for further questions related to eligibility for State aid.

Have you ever been convicted of a felony or an offense under Chapter 481, Health and Safety Code (Texas Controlled substances Act), or under the law of another jurisdiction?

☐ No ☐ Yes *

I, _____, am not required to make any child support payments under any court order because either (*check one*):

☐ I do not have any children ☐ I am not obligated to pay child support

OR

Check box to confirm:

☐ I am not in arrears (behind on payments) on any child support obligations by any State or Federal court order.

I hereby certify that the information I have provided is true and correct. I understand that if I fail to provide accurate information, I may be required to reimburse the institution and penalties may be imposed.

I, _____, hereby certify that the statements provided above are true and accurate.

Student Signature: _____ **Date:** _____

_____

<div align="center">

This section must be completed by a Notary Public.

</div>

BEFORE ME, the undersigned authority, on this day personally appeared _____ and being by me first duly sworn, did state under oath the following:

My name is _____. I am fully competent and authorized to make this affidavit based on my personal knowledge.

SUBSCRIBED and SWORN to before me by the said affiant, this _____ day of _____, _____.

(Affix Seal)

_____

NOTARY PUBLIC, STATE of _____

KILGORE COLLEGE ADULT EDUCATION AND LITERACY INTEGRATED EDUCATION AND TRAINING (IET)

CHOICES!!!

WHERE DO YOU WANT TO BE? WHAT CAREER PATH DO YOU WANT TO TAKE?

FREE CLASSES!!

You Must Meet These Minimum Requirements:

- Age 18+
- Enroll in an Adult Education and Literacy class
- Attend class as scheduled
- Meet assessment requirements

Eligible IET Career Certificates:

- Entrepreneurship
- Microsoft Office Suite
- Certified Nursing Assistant
- Medication Aide
- Pharmacy Technician
- Phlebotomy
- Intro to Industrial Maintenance

"I learned something every class period that helped me in my everyday life as well as in school and in my career journey. I would do it all again."

IET-CNA Graduate

I AM INTERESTED! WHAT'S NEXT?

Contact AEL office for enrollment information for Adult Education and Literacy classes.
Complete the application on the back of this flyer and return it by email, fax, mail, or in person.

Adult Education and Literacy Program
Kilgore College Longview • Hendrix Building Office 228
300 S. High Street, Longview, TX 75601
Phone: (903) 236-2053 • (903) 236-2003 • Fax: (903) 753-3372 •
Email: ael@kilgore.edu
Charmyn Tumey, AEL Director • Dianne Lyle, IET Director

KILGORE COLLEGE

IET STUDENT APPLICATION
Kilgore College Adult Education & Literacy
INTEGRATED EDUCATION AND TRAINING (IET) Program

Date: _____ Name: _____ Date of Birth: _____
(Please Print)

SSN: _____ E-mail Address: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: _____ Mobile Phone: _____

Highest Grade Level Completed (write in grade level): _____

Highest Educational Level Completed *(check one):* ☐ High School Diploma ☐ GED ☐ Technical/Vocational Certificate

☐ Associate's Degree ☐ Bachelor's Degree ☐ Degree beyond Bachelor's Degree ☐ No Educational Level Attained

Gender *(Check one):* ☐ Male ☐ Female

Ethnicity *(Check one):* ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race *(Check all that apply):* ☐ White ☐ Black/African American ☐ Asian ☐ American Indian or Alaskan Native

☐ Native Hawaiian or Other Pacific Islander

Are you currently enrolled in an AEL Class?: ☐ No ☐ Yes *(if yes, where?)* _____

Have you previously attended Kilgore College?: ☐ No ☐ Yes

For Data Entry Use: NRS Scores Reading_____ Math_____ Language_____

I AM INTERESTED IN (CHECK ONE):

☐ Certified Nursing Assistant ☐ Entrepreneurship ☐ Medication Aide

☐ Microsoft Office Suite ☐ Pharmacy Tech ☐ Phlebotomy ☐ Intro to Industrial Maintenance

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(*) SELECTIVE SERVICE REGISTRATION

☐ Yes ☐ No (*) ☐ Not Required
(*) Required. It is the law for males 18-25.
Register at the website below and print off verification of registration.
https://www.sss.gov/Home/Registration

WORK IN TEXAS REGISTRATION

☐ Yes ☐ No (*)
(*) Required of all participants. Register at:
https://wit.twc.state.tx.us/WORKINTEXAS

RETURN TO
ADULT EDUCATION AND LITERACY PROGRAM, Room 228

300 S. High St. · Longview, TX 75601 ▪ (903) 236-2053 ▪ (903) 236-2003 · (903) 753-3372 fax
Charmyn Tumey, Adult Education and Literacy Director
Dianne Lyle, IET Director ▪ Betsy Rodriguez, Assistant Program Coordinator