

Clinical Medical Assistant Program	
STEPS	Checklist
1	Attend a FREE, mandatory Healthcare Orientation Session <ul style="list-style-type: none"> • Offered twice a month • Sign up here https://www.chesapeake.edu/health-careers-orientation
2	Take the College Placement Tests – Accuplacer <ul style="list-style-type: none"> • Take the Reading Comprehension test and meet the minimum score of 230 or qualify for an exemption. • Take the Arithmetic test and meet the minimum score of 240 or qualify for an exemption. • Accuplacer exemptions can be found using this link https://www.chesapeake.edu/admissions/accuplacer • Submit required documentation to CEHealthcare@chesapeake.edu
3	<u>Register</u> and <u>complete</u> all Pre-requisite courses <ul style="list-style-type: none"> • Online 6-week classes <ul style="list-style-type: none"> ○ Medical Terminology: A Word Association Approach ○ Anatomy & Physiology ○ Submit proof of completion to CEHealthcare@chesapeake.edu • CMA Prep CEH 410
4	Complete and submit all medical documents <ul style="list-style-type: none"> • Health Record signed by your primary care provider • COVID-19 vaccine • Immunizations (MMR, varicella, Tdap, PPD within last 3 months, Hep B series, flu vaccine)
5	Submit scholarship documentation if you are pursuing scholarship funding
6	Once you have completed all the steps, you will receive an “Approval to Register” email <ul style="list-style-type: none"> • You have only secured a seat in the class when you have registered AND paid for the program • Payment information can be found at https://www.chesapeake.edu/continuing-education/payment
7	CONGRATS you are on your way!

