

# Clinical Medical Assistant (CCMA)

## Fact Sheet

Certifying Organization	National Healthcareer Association					
Description of Credentials	<p>The Certified Clinical Medical Assistant (CCMA) Certification exam covers content to lead to employment in this role. A medical assistant is a multi-skilled allied healthcare professional that specializes in procedures commonly performed in the ambulatory healthcare setting. Medical assistants perform both clinical and administrative duties and assist a variety of providers including physicians, nurse practitioners, and physician assistants. They typically work in medical offices, clinics, urgent care centers, and may work in general medicine or specialty practices.</p> <p>Common duties of a medical assistant include administrative and clinical tasks like: checking patients in and out upon arrival and departure, answering phone calls and questions, assisting providers with exams and procedures, administering injections or medications, working in the electronic health record (EHR), performing EKG, phlebotomy, and laboratory procedures, taking patient vital signs.</p>					
Entry-Level Annual Salaries	Median Pay for Medical Assistants: \$32,480 per year or \$15.61 per hour Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Medical Assistants, on the Internet at <a href="https://www.bls.gov/ooh/healthcare/medical-assistants.htm">https://www.bls.gov/ooh/healthcare/medical-assistants.htm</a> (visited August 22, 2018).					
CTE Program Alignment	Medical Assisting Services					
Industry-Based Certification Requirements: Students						
Standard / Curriculum	For an overview of content covered on the exam, please click the link below for the test plan: <a href="https://www.nhanow.com/docs/default-source/pdfs/exam-documentation/test-plans/2017-ccma-test-plan-documents/nha-2017-ccma-test-plan_public_detail--final.docx?sfvrsn=10">https://www.nhanow.com/docs/default-source/pdfs/exam-documentation/test-plans/2017-ccma-test-plan-documents/nha-2017-ccma-test-plan_public_detail--final.docx?sfvrsn=10</a>					
Testing Methodology (consists of two tests)	Paper?	No	Online – Cognitive portion	Yes	Performance Exams / Tests? Psychomotor portion	No
Re-Testing (if available)	Re-Testing Procedures	Candidates who do not pass the certification exam on the first attempt will be allowed to retake the exam after a 30-day waiting period.			Max Attempts	Three attempts in one year.
Testing Details (including any age requirements / accommodations)	<p>Candidates must successfully complete a training program in the health field covered by the NHA certification exam offered by an accredited or state-recognized institution (i.e. Arizona Department of Education).</p> <p>A candidate who is scheduled to graduate from an accredited high school or GED program (or other equivalent test recognized by the candidate’s state or residency) may take the certification exam and receive a Provisional Certification up to twelve (12) months before graduation as long as all certification eligibility requirements are met. A “Provisional Certification” is a placeholder and is intended to allow candidates to take certification exams as near to the time they complete their training even though they have not yet met the eligibility requirement of holding a high school diploma or its equivalent needed to receive a standard (full) certification.</p> <p>For an overview of content covered on the exam please click the link below for the test plan: <a href="https://www.nhanow.com/docs/default-source/pdfs/exam-documentation/test-plans/2017-ccma-test-plan-documents/nha-2017-ccma-test-plan_public_detail--final.docx?sfvrsn=10">https://www.nhanow.com/docs/default-source/pdfs/exam-documentation/test-plans/2017-ccma-test-plan-documents/nha-2017-ccma-test-plan_public_detail--final.docx?sfvrsn=10</a></p>					

# Clinical Medical Assistant (CCMA)

## Fact Sheet

	For all Eligibility details please visit our candidate hand book: <a href="http://www.nhanow.com/docs/default-source/pdfs/handbooks/nha-candidate-handbook.pdf">http://www.nhanow.com/docs/default-source/pdfs/handbooks/nha-candidate-handbook.pdf</a>		
Industry-Based Certification Requirements: Teachers			
Instructor Certification Requirements (by certifying agency)	Instructor must meet requirements as set by the Arizona Department of Education  An instructor of an institution associated with NHA is eligible to sit for an NHA certification exam provided he/she meets requirements stated on page 9 of Candidate Handbook: <a href="http://www.nhanow.com/docs/default-source/pdfs/handbooks/nha-candidate-handbook.pdf">http://www.nhanow.com/docs/default-source/pdfs/handbooks/nha-candidate-handbook.pdf</a>		
Proctoring / Test Security (if any)	All NHA exams are multiple choice exams, administered under proctored testing conditions. Computer-based testing is available at most authorized locations and all PSI testing centers  All proctors at authorized test locations must complete the NHA proctor training, sign the Proctor Oath and agree to abide by all NHA testing policies and procedures. PSI testing center proctors are trained by PSI and must agree to follow PSI proctor procedures, which have been reviewed and approved by NHA.		
Certification Tracking			
Credentialing Documentation	Candidates who achieve a passing score on the exam will be allowed to use the certification program credential. Certifications are valid for two (2) years and expire on the date provided on the certificate, except that Provisional Certifications expire twelve (12) months after the examination date. (For more information concerning the expiration of Provisional Certifications, please refer to the “Converting Provisional Certification to Full Certification” section of the Candidate Handbook.)		
Certification Tracking System	Online Tracking System?	Yes	Details Schools can download reporting to show individual results for reporting. Additionally, candidates will receive communication about the status of their certification / renewal needs.
Other Details	Employers have access to a tool to verify a candidate certification.		Expiration? Timeline? This is a two-year certification.



# Clinical Medical Assistant (CCMA) Fact Sheet

Certification Costs / Funding Sources	
<b>Cost Details</b>	Exam = \$155.00 per candidate Preparation resources: \$74.00 per candidate
<b>Re-test / Refund Policies</b>	Retest: \$155.00 per candidate
For More Information	
<b>Certifying Agency Contact Info</b>	Laura Flynn CTE Director NHA 913-661-5536 <a href="mailto:CTE@nhanow.com">CTE@nhanow.com</a>