



*Community Education*

560 Bailey Avenue  
San Jose, CA 95141 Phone:  
(408) 229-4201

Dear Student:

Welcome and thank you for your interest in our upcoming Certified Medical Assistant Training Program.

***Program dates and information are as follows:***

Mondays & Thursdays, September 9, 2019 – December 23, 2019

( no classes on 10/14, 10/31, 11/11, 11/28 )

You will complete a total of 187.50 classroom hours with a 120-hour externship to follow

These classes will be held on the main campus:

5055 Santa Teresa Blvd. in Gilroy

Included in this

informational packet are the following documents:

- Program Summary
- Course Calender with payment due dates
- Class Fee Payment Plan Form
- Registration Form with Cancellation Policy

Required Textbooks for the Certified Medical Assistant Training Program:

- Kinn's Medical Assistant 13<sup>th</sup> Edition - ISBN-13 978-0323353205
- Kinn's Study Guide and Procedure Checklist Manual 13<sup>th</sup> Edition - ISBN-13 978-0323429474
- The Language of Medicine - ISBN-13 978-0323370813

**For updates and information, please:**

- Visit our website: [www.gavilance.com](http://www.gavilance.com)
- Email us: [tmaheu@gavilan.edu](mailto:tmaheu@gavilan.edu)
- Call our offices: (408) 229 - 4201

Thank you,

Gavilan College, Community Education

# Gavilan College Certified Medical Assistant Training Program

**Program Summary:** A medical assistant is a multi-skilled allied health care professional that specializes in procedures commonly performed in the ambulatory health care 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. This program will prepare you for the CCMA exam.

**Course Fee: \$3200**

**Financial Assistance:** Regular college Financial Aid is not applicable to this program, but you may be eligible for other funding!

**Payment Plan Fee & Info.:** In order to register with a payment plan, you are required to make a 1st payment of \$640 + \$100 (pmt plan fee) for a total of \$740.00 due at the time of registration. Four additional payments of \$640 will be due on specified dates. (see course calendar)

**Certification:** This program will prepare you for the CCMA State Exam.

**Schedule:** Classes are to be held on Mondays & Thursdays from 1pm - 9pm. (no classes 10/14, 10/31, 11/11, 11/28)

**No absences allowed**

Externship placement will follow the successful completion of the classroom portion of the course.

**Requirements for Program:** Students must be 18 years of age or older; have proof of H.S. graduation or GED; be proficient in keyboarding; understand computing and word processing; have command of the English Language and Math; have internet access, printing capabilities and an email address. All eligible students must be able to pass drug and background checks.

**Physical Requirements:** Students must be able to easily lift 30lbs., stand up to 3hrs, and have the ability to ambulate and move their bodies at a medium pace.

## Additional Costs

**Books:** \$200.00-\$225.00

**Student Kit** \$50.00 (optional)

**Scrubs:** \$30-\$50. Navy blue or Gray (A watch is needed for this class as well as closed toed shoes, no mesh or canvas)

**Liability Insur.:** \$37.00 (Information given in class to purchase)

**Drug & Background Check:** \$71.00  
(Information given in class to purchase)

**CPR Cert.:** \$65.00 (DONE IN CLASS)

**Required Immunizations:** \$ (will depend upon student's need)

**State Exam:** \$180.00 (subject to change)

## Cancellation Policy

No refunds for this program. Please choose carefully!

Students on a payment plan who cancel or drop after the first class session are still responsible to pay the entire course fee of \$3200 to Gavilan College.



## **Certified Medical Assistant Training Program Dates**

9/9/19 - 12/23/19

(No classes on 10/14, 10/31, 11/11, 11/28)

**Mondays & Thursdays**

1pm - 9pm

includes 30 minute lunch

187.50 classroom hours

120-hour externship to follow

## **Program Meets**

Gilroy Gavilan College Campus

Monday - HOB 114

Thursday - HOB 102

## **For Additional Program Information**

**Online Info.:** [www.gavilance.com](http://www.gavilance.com)

**Call for Info.:** (408) 229-4201

**Walk-in Info.:** Gavilan College Community  
Education Coyote Valley Center  
560 Bailey Avenue  
San Jose, CA 95141

**To register in this program:** Students must submit either a completed and signed registration form or a registration/payment plan form. These are at the end of this packet and no fields should be left blank.

(1st pmt w/fee due at time of registration)

## **Submit Your Application**

**By Mail:** Gavilan College, 560 Bailey Ave., SJ, CA 95141

**By E-mail:** [tmaheu@gavilan.edu](mailto:tmaheu@gavilan.edu)

**By Fax:** (408) 229 - 4202

# Gavilan College Community Education

## Certified Medical Assistant Training Program

### Course/Payment Calendar

**\*all payments due by 4:00pm on due date\***

**Class Days = Orange**

**No Class Days = Black**

**Payment Days = Red**

September 2019						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
S	M	T	W	TH	F	S
		1	\$PMT DUE 2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	\$PMT DUE 23	24	25	26
27	28	29	30	31		

November 2019						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	\$PMT DUE 13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	TH	F	S
1	2	3	\$PMT DUE 4	5	6	7
8	9	10	11	12	13	14
15	15	17	18	19	20	21
22	23	24	25	26	27	28
29	30	21				

<b>Certified Medical Assistant Training Program Payment Plan</b>				
Instructor Name	Semester	Total Cost	Start Date	End Date
Kayla Lane	Fall 2019	\$3300.00	Sept. 9, 2019	Dec. 23, 2019
Payment Deadlines	Amount	Office Use		
1st pmt - At time of registration	\$640.00 + \$100 = \$740.00			
2nd pmt - Wednesday, Oct. 2, 2019	\$640.00			
3rd pmt - Wednesday, Oct. 23, 2019	\$640.00			
4th pmt - Wednesday, Nov.13, 2019	\$640.00			
5th pmt - Wednesday, Dec. 4, 2019	\$640.00			

**Terms and Conditions**

The Gavilan College Community Education Department has implemented a payment plan option for students enrolling in our fee- based, not for college credit Veterinary Assistant Training Program. This plan requires that full payment of the program fees be paid in 5 installments. A deposit of \$640.00 + \$100.00 payment plan fee = \$740 is due upon registration (see schedule above). The balance is then paid over 4 more installments.

*Payments may only be made through the Community Education office. There is no penalty for early payment.*

Students who have not completed each installment by each due date will not be allowed to continue in the class and will be ineligible to receive their certificate. Students will not receive any refund of previous payments if they are not allowed to complete the training program for non-payment. **A \$25 NSF Fee will be charged to the student every time the C.C. # is not valid, not working or NSF. Payment will be deducted automatically on specified dates.**

*This course is not eligible for Federal or State student aid programs because these are not college credit-bearing courses.*

I have read, understand and agree to the conditions of this Class Fee Payment Plan. I further understand that it is my responsibility to make each payment on or before the due date and I promise to do so. Failure to do so may result in my being ineligible to complete the training program. I have received a copy of this Payment Plan form. Failure to successfully complete this training program does not release me from this obligation.

**Initial:** \_\_\_\_\_

Student Signature	Date	Community Education Signature	Date
<b>Not Valid Unless All Information is Provided</b>			
Student Name:		Student Full Address:	
Student Social Security Number:		Student Cell Phone/Home Phone:	
Student Email:		Student Date of Birth:	
<b>Reference Information</b>			
Reference Person Name:		Reference Person Daytime Phone:	
Reference Person Address:		Reference Person Email:	
City:	State:	Zip:	

# REGISTRATION FORM

## Certified Medical Assistant Training Program

Gavilan College Community Education  
(408) 229 – 4201

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Evening Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Birth Year: \_\_\_\_\_ May we send you e-mail announcements?  Yes  No

Where did you hear about us?  Mail at home  Word of mouth  Brochure at library

Newspaper  Flyer  Brochure at work

Other: \_\_\_\_\_

Start Date/Time	Title of Course	Fee
Mondays & Thursdays Sept. 9, 2019 to Dec. 23 2019 1pm – 9pm + externship	Certified Medical Assistant Training Program No Classes: 10/14, 10/31, 11/11, 11/28	\$3200
		<b>Total</b> \$3200

### Payment Options

Cash (exact change)  Check  Money Order  Credit Card  

**Payment Option Plan through Gavilan College Community Education** A payment option plan may be available to you through Gavilan College Community Education. The Class Fee Payment Plan option will be broken into an initial non-refundable deposit of \$640.00 plus a \$100.00 Payment Plan Fee. These payments are due to the Gavilan C.E. office upon registration. 4 equal payments of \$640.00 will then be due throughout the duration of the program on specified dates; for specific details, see the Class Fee Payment Plan Form in this packet.

**Make checks or money orders payable to: Gavilan College (\$20 charge for all returned checks)**

MO # \_\_\_\_\_ Check # \_\_\_\_\_ Name on Check \_\_\_\_\_

**Credit Card Info**  Visa  MasterCard Expires \_\_\_\_\_ / \_\_\_\_\_ Security Code \_\_\_\_\_

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

### Cancellation Policy

There are **NO REFUNDS** for this program, so please choose carefully. **All cancellations require a 7-day advance notice.** Students taking part in the Class Fee Payment Plan will forfeit their deposit of \$640.00 plus the \$100.00 Payment Plan Fee. Students taking part in the Class Fee Payment Plan who cancel, drop, or are dropped after the first day of class are responsible for the entire course fee of \$3300.

### STUDENT ACTION REQUIRED

To complete registration, students must print, sign & date this form as confirmation that they have read and understood the above program cancellation policy. Please note that students are not registered in this program until they receive direct confirmation via email from the Gavilan College Community Education Office. This is an intensive program and we make no guarantee of completion or passage.

**No exceptions to cancellation policy!**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Send forms signed and completely filled out to: Gavilan College Community Education, 560 Bailey Ave., San Jose, CA 95141