

UA COSSATOT CLINICAL MEDICAL ASSISTANT PROGRAM CONTINUING EDUCATION APPLICATION FOR ADMISSION

APPLYING TO THE MEDICAL BILLING AND CODING PROGRAM IS EASY! SIMPLY FOLLOW THESE STEPS.

STEP ONE: REVIEW TRAINING DATES, DAYS AND LOCATION

CLINICAL MEDICAL ASSISTANT PROGRAM

DATES/DAYS: January 28, 2025 - October 17, 2025 (Tuesdays and Thursdays)

TIME: 6:00pm – 8:00pm

REGISTER BY: January 21, 2025

COURSE NUMBER: CED 5132 01 242Q

LOCATION: De Queen

INSTRUCTOR: TBA

STEP TWO: PROVIDE REGISTRANT INFORMATION

UA Cossatot offers equal opportunity for admission. Programs and activities of UAC are provided to all students without regard to race, color, national origin, religion, age, disability, Vietnam era veteran or special disabled veteran status, or sex. Some information is obtained for the sole purpose of state reporting and/or determining if the college is effectively reaching all segments of the population.

Please print.

Name: _____
First Middle Last Suffix

Social Security Number: _____ [OR] Individual Taxpayer ID: _____

Date of Birth (MM/DD/YYYY): _____ Gender: Male Female Other

E-mail Address: _____ Phone Number: _____

Mailing Address: _____
City State Zip

Residency Status: Permanent US Resident/US Citizen
County of Residence: _____ State of Residence: _____

Non-US Resident

Highest Level of Education Completed (select one):

(A) Still in High School

Anticipated Year of Graduation (YYYY): _____ High School: _____

(B) No High School Diploma or GED - 21 years of age or younger

(C) No High School Diploma or GED - 22 years of age or older

(D) High School Graduate / GED / Home School Graduate

Year Graduated (YYYY): _____ High School: _____

(E) Some College - No Credential

Name of Last College Attended: _____

(F) Certificate of Proficiency / Technical Certificate or Other Certificate

Year Graduated (YYYY): _____ College: _____

(G) Associate Degree

Year Graduated (YYYY): _____ College: _____

(H) Bachelor's Degree

Year Graduated (YYYY): _____ College: _____

(I) Advanced Degree / Master's / Professional / Doctoral Degree

Year Graduated (YYYY): _____ College: _____

Ethnicity: Hispanic Asian Black American Indian White Native Hawaiian

Emergency Contact Name: _____ Phone: _____

STEP THREE: CHOOSE A PAYMENT METHOD

A total of \$2,599 is due at time of registration. The course fee includes tuition and textbooks.

- CASH, CHECK, or MONEY ORDER. *Please make checks and money orders payable to UA Cossatot.*
- SPONSORSHIP. *Attach a Continuing Education Third Party Billing Application. This form is available at www.cccua.edu. Select the "Community & Workforce" tab then "Continuing Education." This form can also be requested by emailing ContinuingEducation@cccua.edu or calling (870)584-1178. Tuition cannot be deferred for students who receive reimbursement directly from an employer or other entity nor can individuals be billed.*
- CREDIT/DEBIT CARD VISA Master Card Discover

Card #: _____ Expiration Date _____

Cardholder's Signature: _____

STEP FOUR: PROVIDE AUTHORIZATIONS & ACKNOWLEDGEMENTS

[APPLICANT] With my signature below, I hereby:

- ✓ Verify I have read, understand, accept and will comply with the Clinical Medical Assistant Program Guidelines (Clinical Medical Assistant TPG 01282025). Program representatives have answered any questions I have concerning the guidelines and how they apply to me to my satisfaction.
- ✓ Confirm I have attained a high school diploma or General Education Development (GED) Certification.
- ✓ Declare the information provided on this form is true and accurate to the best of my knowledge. I further understand that any misrepresentation or incorrect information provided can result in denied admission or withdrawal from the program.

Signature: _____ Date: _____

IF YOU WILL HAVE A SPONSOR FOR THE PROGRAM, PLEASE HAVE THE SPONSOR COMPLETE THE FOLLOWING PRIOR TO SUBMITTING THIS APPLICATION FOR ADMISSION.

If you have more than one sponsor, you may make a copy this page (Page 2 of 2, Clinical Medical Assistant Program Application for Admission 01282025) and submit as many completed authorization and acknowledgements as you wish. Copies may also be obtained upon request to Continuing Education Services.

[SPONSOR] With my signature below, I hereby:

- ✓ Declare my organization will sponsor the registrant named in section two in the Medical Billing and Coding Program Application for Admission as is evidenced by the attached Continuing Education Third Party Billing Application.
Note: This form is available at www.cccua.edu. Select the "Community & Workforce" tab then "Continuing Education." This form can also be requested by emailing ContinuingEducation@cccua.edu or calling (870)-584-1178.
- ✓ Verify I have read, understand, and accept the Clinical Medical Assistant Program Guidelines (Clinical Medical Assistant TPG 01282025). Program representatives have answered any questions that I have concerning the guidelines to my satisfaction.

Printed Name of Authorized Agent: _____

Signature of Authorized Agent: _____ Date: _____

STEP FIVE: SUBMIT YOUR COMPLETED APPLICATION FOR ADMISSION

Submit a completed Clinical Medical Assistant Program Application for Admission and payment of tuition or a completed Continuing Education Third Party Billing Application to: Continuing Education Services, Cossatot Community College University of Arkansas, 183 College Drive, De Queen, AR 71832, or fax it to (870) 584-1178.

**The Following Clinical Medical Assistant Program
May Be Kept For Future Reference**

UA COSSATOT CLINICAL MEDICAL ASSISTANT PROGRAM GUIDELINES



This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use, and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics, and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs.

Course Cost

A total of \$2,599.00 is due at the time of registration. The course cost includes tuition and textbooks.

Entrance Requirements

Cossatot Community College of the University of Arkansas seeks to meet the needs of the public by providing open enrollment into the Clinical Medical Assistant Program. To be admitted into the program you will need to:

- (1) Have a high school diploma or General Education Development (GED) Certification
- (2) Submit a completed Clinical Medical Assistant Application for Admission
- (3) Submit payment for tuition and textbook

OR

a completed Continuing Education Third Party Billing Application to Continuing Education Services on or before the “register by” date. This form is available at www.cccua.edu Select the “Community & Workforce” tab then “Continuing Education.” This form can also be requested by emailing ContinuingEducation@cccua.edu or calling (870)-584-1178. Tuition or textbook fees cannot be deferred for students who receive reimbursement directly from an employer or other entity nor can individuals be billed as a third-party.

Sponsors complete the authorization and acknowledgment section of the Clinical Medical Assistant Program Application for Admission to accept the Clinical Medical Assistant Program Guidelines and a Continuing Education Third Party Billing Application to establish a billing agreement.

Enrollment

The submission of a completed Clinical Medical Assistant Application for Admission along with payment of tuition and textbooks (or an authorized sponsorship) to Continuing Education Services by the “register by” date is essential for processing requests for admission and enrollment into a course section. UA Cossatot seeks to provide learning opportunities for a variety of age groups. However, unless stated otherwise, students under the age of 18 will need prior approval from Continuing Education Services to register.

An admission advisor provides admission status updates as applicable. Applicants approved for admission may finalize enrollment in a course section with payment of tuition. Class sizes are limited and filled on a first-come first-serve basis. Early enrollment is encouraged to best ensure acceptance into the program.

Technical Requirements & Course Materials

This course is taught in the classroom. Content is provided in partnership with Condensed Curriculum International.

Students will also need to bring a pen/pencil and paper to all sessions.

Attendance Policy

The Clinical Medical Assistant Program is a fast-paced intensive program with stringent attendance requirements. The 140 hours of instruction must be completed in its entirety to successfully complete the program. Students are expected to arrive promptly and be present for each class. Any class session or activity missed whole or in part, regardless of cause, reduces the opportunity for learning and may adversely affect a student's ability to meet the learning outcomes required to receive a Certificate of Completion. Persons with life or health conditions that may hinder attendance may wish to delay application for admission until a strong commitment to attendance can be made.

If an emergency arises, students must contact their instructor as early as possible prior to the start of class to best ensure arrangements can be made to make-up missed instruction time. Make-up sessions are subject to the availability of an instructor and are not guaranteed; therefore, students who are late or miss class for any reason are not guaranteed they will be able to make up missed instruction time or successfully complete the course. Students that are absent from two (2) or more sessions, without scheduling and /or attending make-up sessions, may be subject to expulsion from the program.

If provision for supplemental training is requested and/or required to meet course requirements, the student shall be responsible for the costs incurred including payment of a classroom instructor hired by Continuing Education Services.

In some cases, supplemental instruction experience may only be available at a site distant from the student's home campus. Students are responsible for their own transportation and other associated costs should they accept these arrangements.

Class Participation

Students are required to participate in 140 hours of instruction.

Dress Requirements/Student Conduct

Students are preparing for professional careers; therefore, each student is expected to dress and groom themselves in accordance with accepted social and business standards. The following dress and grooming guidelines are applicable to all in-person sessions:

- Heavy perfume or other potentially offensive odors are not acceptable.
- Students are not to come to class smelling of cigarettes; breath should be fresh after coming in from break.
- Hair should be clean and pulled back if long.
- Professional business attire should be worn during the pinning ceremony.

Failure to observe the dress code and/or failure to comply with other program guidelines will result in termination from the program.

Note: Students have access to the college's course catalog and handbook at www.cccua.edu/catalog. It is the responsibility of the student to carefully read the publication and be aware of the rules, regulations, etc.

Requirements for Successful Completion

- (1) Attend required training sessions
- (2) Complete all required quizzes and assignments
- (3) Demonstrate safe practice
- (4) Comply with program guidelines
- (5) Achieve a passing grade of 76% or greater

Certifications

Upon successful completion of this course, students will be awarded a *certificate of completion* issued from *Cossatot Community College University of Arkansas*. National certification exams are available at an additional cost for students who successfully complete this course, including the National Workforce Center Association (NWCA) Clinical Medical Assistant (CMAC) Exam and the National Health Career Association (NHA) Certified Clinical Medical Assistant (CCMA) Exam.

Inclement Weather

In the event that the area weather is so severe the College feels that life and property may be in danger, classes may be cancelled until weather and road conditions improve. We strive to distribute announcements regarding closures to our students, faculty, and staff in a timely fashion. Announcements regarding College closings will be made through College social media accounts and over the following radio stations: in De Queen KDQN 92.1 and KTYC 88.5 and in Nashville KMTB 99.5 and KBPU 88.7.

Refund Policy

Tuition is fully refundable up to the "register by" date. Our goal is to ensure the greatest opportunity for participation in courses; however, late registration cannot be guaranteed and is non-refundable. A full refund of tuition will be issued automatically, and registrants will be notified if a class is cancelled by UA Cossatot due to insufficient enrollment or other unforeseeable reason prior to the start of the course. UA Cossatot reserves the right to reschedule, cancel, and appoint an alternate instructor for all classes.

It was and will not be possible for the College to foresee, plan for, or mitigate all the consequences unforeseeable circumstances may have or cause. Should an unforeseeable event impact training, when feasible, training events and services are not cancelled but rescheduled as soon as practical. In the event a course is cancelled after it has started, tuition is prorated excluding nonreturnable books, supplies, and equipment. The rate is computed by dividing the total hours of scheduled training and services divided by the percentage of hours not rendered.

UA COSSATOT CLINICAL MEDICAL ASSISTANT PROGRAM SCHEDULE

Location: 183 College Drive, De Queen, AR 71832

Tuesday	January 28	6:00pm – 8:00pm
Thursday	January 30	6:00pm – 8:00pm
Tuesday	February 4	6:00pm – 8:00pm
Thursday	February 6	6:00pm – 8:00pm
Tuesday	February 11	6:00pm – 8:00pm
Thursday	February 13	6:00pm – 8:00pm
Tuesday	February 18	6:00pm – 8:00pm
Thursday	February 20	6:00pm – 8:00pm
Tuesday	February 25	6:00pm – 8:00pm
Thursday	February 27	6:00pm – 8:00pm
Tuesday	March 4	6:00pm – 8:00pm
Thursday	March 6	6:00pm – 8:00pm
Tuesday	March 11	6:00pm – 8:00pm
Thursday	March 13	6:00pm – 8:00pm
Tuesday	March 18	6:00pm – 8:00pm
Thursday	March 20	6:00pm – 8:00pm
Tuesday	March 25	NO CLASS
Thursday	March 27	NO CLASS
Tuesday	April 1	6:00pm – 8:00pm
Thursday	April 3	6:00pm – 8:00pm
Tuesday	April 8	6:00pm – 8:00pm
Thursday	April 10	6:00pm – 8:00pm
Tuesday	April 15	6:00pm – 8:00pm
Thursday	April 17	6:00pm – 8:00pm
Tuesday	April 22	6:00pm – 8:00pm
Thursday	April 24	6:00pm – 8:00pm
Tuesday	April 29	6:00pm – 8:00pm
Thursday	May 1	6:00pm – 8:00pm

Tuesday	May 6	6:00pm – 8:00pm
Thursday	May 8	6:00pm – 8:00pm
Tuesday	May 13	NO CLASS
Thursday	May 15	NO CLASS
Tuesday	May 20	6:00pm – 8:00pm
Thursday	May 22	6:00pm – 8:00pm
Tuesday	May 27	6:00pm – 8:00pm
Thursday	May 29	6:00pm – 8:00pm
Tuesday	June 3	6:00pm – 8:00pm
Thursday	June 5	6:00pm – 8:00pm
Tuesday	June 10	6:00pm – 8:00pm
Thursday	June 12	6:00pm – 8:00pm
Tuesday	June 17	6:00pm – 8:00pm
Thursday	June 19	6:00pm – 8:00pm
Tuesday	June 24	6:00pm – 8:00pm
Thursday	June 26	6:00pm – 8:00pm
Tuesday	July 1	6:00pm – 8:00pm
Thursday	July 3	NO CLASS
Tuesday	July 8	6:00pm – 8:00pm
Thursday	July 10	6:00pm – 8:00pm
Tuesday	July 15	6:00pm – 8:00pm
Thursday	July 17	6:00pm – 8:00pm
Tuesday	July 22	6:00pm – 8:00pm
Thursday	July 24	6:00pm – 8:00pm
Tuesday	July 29	6:00pm – 8:00pm
Thursday	July 31	6:00pm – 8:00pm
Tuesday	August 5	6:00pm – 8:00pm
Thursday	August 7	6:00pm – 8:00pm
Tuesday	August 12	6:00pm – 8:00pm
Thursday	August 14	6:00pm – 8:00pm

Tuesday	August 19	6:00pm – 8:00pm
Thursday	August 21	6:00pm – 8:00pm
Tuesday	August 26	6:00pm – 8:00pm
Thursday	August 28	6:00pm – 8:00pm
Tuesday	September 2	6:00pm – 8:00pm
Thursday	September 4	6:00pm – 8:00pm
Tuesday	September 9	6:00pm – 8:00pm
Thursday	September 11	6:00pm – 8:00pm
Tuesday	September 16	6:00pm – 8:00pm
Thursday	September 18	6:00pm – 8:00pm
Tuesday	September 23	6:00pm – 8:00pm
Thursday	September 25	6:00pm – 8:00pm
Tuesday	September 30	6:00pm – 8:00pm
Thursday	October 2	6:00pm – 8:00pm
Tuesday	October 7	6:00pm – 8:00pm
Thursday	October 9	6:00pm – 8:00pm
Tuesday	October 15	6:00pm - 8:00pm
Thursday	October 17	6:00pm – 8:00pm (Optional Certification Exam)