



CLINICAL MEDICAL ASSISTANT PROGRAM APPLICATION FOR ADMISSION

Applying is easy! Simply follow these steps.

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.

STEP ONE: PROVIDE REGISTRANT INFORMATION

Please print.

Course Number: CED 5132 Q

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

Secondary Education: (SELECT ONE)

- ☐ Still in High School, Anticipated Year of Graduation (YYYY): _____
High School (FULL NAME) _____ State _____
- ☐ No High School Diploma or GED - 21 years of age or younger
- ☐ No High School Diploma or GED - 22 years of age or older
- ☐ Graduated High School - Year (YYYY): _____
High School (FULL NAME) _____ State _____
- ☐ Received GED Diploma - Year (YYYY): _____
- ☐ Received HiSet Diploma - Year (YYYY): _____
- ☐ Completed Home School - Year (YYYY): _____

Post-Secondary Education: (SELECT THE HIGHEST LEVEL COMPLETED)

- ☐ Some College - No Credential
- ☐ Certificate of Proficiency / Technical Certificate / Other Certificate
- ☐ Associate Degree
- ☐ Bachelor's Degree
- ☐ Advanced Degree / Master's / Professional / Doctoral Degree
- ☐ Not Applicable

Post-Secondary Institution (PSI) last attended, if applicable

(FULL NAME) _____ State _____

What occupation are you preparing to enter by taking this course?

- ☐ Clinical Medical Assistant (SOC 31-9092)
- ☐ Other (please list occupation) _____

What's the primary business of the employer where you plan to work?

- ☐ Health Care and Social Assistance (NAICS 62)
- ☐ Other (please select one of the following)
- ☐ Agriculture, Forestry, Fishing and Hunting (11)
 - ☐ Mining (21)
 - ☐ Utilities (22)
 - ☐ Construction (23)
 - ☐ Manufacturing (31-33)
 - ☐ Wholesale Trade (42)
 - ☐ Retail Trade (44-45)
 - ☐ Transportation and Warehousing (48-49)
 - ☐ Information (51)
 - ☐ Finance and Insurance (52)
 - ☐ Real Estate Rental and Leasing (53)
 - ☐ Professional, Scientific, and Technical Services (54)
 - ☐ Management of Companies and Enterprises (55)
 - ☐ Administrative and Support and Waste... Services (56)
 - ☐ Educational Services (61)
 - ☐ Arts, Entertainment, and Recreation (71)
 - ☐ Accommodation and Food Services (72)
 - ☐ Other Services (except Public Administration (81)
 - ☐ Public Administration (92)

Ethnicity: ☐ Hispanic ☐ Asian ☐ Black ☐ American Indian ☐ White ☐ Native Hawaiian

Emergency Contact Name: _____ **Phone:** _____

STEP TWO: PROVIDE ACKNOWLEDGEMENTS

[APPLICANT] By signing below, I confirm:

- ☒ I've read and understand the Clinical Medical Assistant Program Guidelines (V07282025), and any questions I had were fully addressed by the Continuing Education team.
- ☒ I have earned a high school diploma or General Education (GED) Certification.
- ☒ The information provided on this form is true and accurate to the best of my knowledge. I understand that providing any false or misleading information could lead to denied admission or withdrawal from the program.

Signature: _____ **Date:** _____

If you will have a sponsor for the program, that's great! Please have the sponsor's authorized agent complete the following section.

[SPONSOR] By signing below, I confirm:

- ☒ Our organization will be sponsoring the registrant listed in section one of the Clinical Medical Assistant Program Application for Admission. This is supported by the attached Continuing Education Third Party Billing Application.

Need a copy of the Third Party Billing Application? It can be found in the resource section at www.cccua.edu/conted, or is available upon request to Continuing Education Services at ContinuingEducation@cccua.edu or (870) 584-1178.

- ☒ I've read and understand the Clinical Medical Assistant Program Guidelines (V07282025), and any questions I had were fully addressed by the Continuing Education team.

Printed Name of Authorized Agent: _____

Signature of Authorized Agent: _____ Date: _____

STEP THREE: CHOOSE A PAYMENT METHOD

The full course fee is \$2,599, and it's due at the time of registration. That price includes everything—tuition and textbooks—so you'll have everything you need to jump right in and make the most of your learning experience.

- ☐ CASH, CHECK, or MONEY ORDER. *Please make checks and money orders payable to UA Cossatot.*
- ☐ SPONSORSHIP. *Attach a Continuing Education Third Party Billing Application. 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 _____ Security Code _____
- Cardholder's Signature _____

STEP FOUR: SUBMIT APPLICATION FOR ADMISSION

Submit a fully completed Clinical Medical Assistant Program Application for Admission to Continuing Education Services along with payment of tuition or a completed Third Party Billing Agreement.

Fax: (870) 584-1178

In-Person: Any UA Cossatot Location

Mail: UA Cossatot, 183 College Drive, De Queen, AR 71832

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

UA COSSATOT CLINICAL MEDICAL ASSISTANT PROGRAM GUIDELINES

The Clinical Medical Assistant Program prepares participants for an exciting, challenging and rewarding career in healthcare through a combination of classroom lecture and hands-on labs. Participants learn 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. A review of 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 are also included. (140 clock hours)

Cost

The full course fee is \$2,599, and it's due at the time of registration. That price includes everything—tuition and textbooks—so you'll have everything you need to jump right in and make the most of your learning experience.

Entrance Requirements

At Cossatot Community College of the University of Arkansas, we're dedicated to equipping students with real-world skills and launching them into rewarding careers. Our Clinical Medical Assistant Program is designed for compassionate, driven individuals who are eager to make a positive impact in the lives of others.

To be admitted, applicants must meet the following requirements and submit a completed Clinical Medical Assistant Program Application for Admission:

1. Age Requirement: Applicants must be at least 18 years old.
2. Education: Have a high school diploma or General Education Development (GED) Certification

If you're ready to take the next step, we welcome you to join us.

Application for Admission

Applying is simple --- no transcripts or tests needed! Just fill out a Clinical Medical Assistant Program Application for Admission and submit it to Continuing Education Services. You can send it by fax, mail, or drop it off in person --- whatever works best for you.

And if you need any help along the way, our Continuing Education advisors are here to support you throughout the process.

Enrollment

We're thrilled you're considering joining our Clinical Medical Assistant Program! Classes are kept small to give students a quality learning experience. To make sure you don't miss out, we encourage you to send in your application early.

Getting started is easy! Just complete and submit your Application for Admission to Continuing Education Services. Once it's in, one of our friendly admission advisors will keep you informed about your admission status. If accepted, you'll wrap up enrollment by submitting either the course fee or, if you have a sponsor, a Third-Party Billing Application.

Have a Sponsor? That's great news! To make sure everything's set up smoothly, please ask your sponsor's authorized representative to:

1. Fill out the "SPONSOR" section of your Application for Admission
2. Submit A Third-Party Billing Application to arrange direct billing
The billing application can be found in the Resources section at www.cccua.edu/conted.

If you need assistance with any part of the process, please reach out to Continuing Education Services at ContinuingEducation@cccua.edu or give us a call at (870) 584-1178—a staff member will be more than happy to assist!

Just a quick note: The course fee cannot be deferred for students who receive reimbursement directly from an employer or other entity nor can individuals be billed.

Technical Requirements & Course Materials

The course content is thoughtfully provided through our collaboration with Condensed Curriculum International.

To help you get the most out of each session, please be sure to bring along a pen or pencil and some paper. That's it! We'll take care of the rest and make sure you're supported every step of the way.

Attendance Requirements

We know life can be unpredictable, but being present and engaged is key to making the most of this fast-paced, intensive program. We ask all students to arrive on time and participate fully in every training session. Missing class --- even just a portion --- can make it tough to keep up and meet the learning outcomes needed for a Certificate of Completion. If you have any life or health circumstances that may affect your ability to attend, it might be best to wait until you can commit fully.

Since we want to make the most of every training opportunity, students who don't attend on the first day may be marked as "no-shows" and withdrawn from the program to open up their seat for someone else. Emergencies happen, and if you ever need to miss class, please reach out to your instructor as soon as possible. We'll do our best to make arrangements for you, but make-up sessions depend on instructor availability and aren't always guaranteed. That means missing class --- whether for an emergency or otherwise --- could impact your ability to finish the course successfully.

If make-up sessions are needed to meet course requirements, students will be responsible for instructor compensation, their own transportation, and all other related expenses. If Continuing Education Services is working with a student due to an emergency or personal challenges affecting their attendance or academic performance, documentation will be required to verify the nature of the absence.

We want you to have the best learning experience possible, so if you ever need support, please don't hesitate to reach out!

Dropping a Course

If you need to drop a course, you can do so up to 5 business days before the start date by reaching out to Continuing Education Services to complete the process. Once dropped, your name will be removed from the course roster.

Withdrawing from a Course

If you ever find yourself needing to withdraw from a course, it's important to reach out to Continuing Education Services to make it official. Students who withdraw before the course ends will receive a "W" (withdraw) grade on their transcript. However, if a student doesn't go through the proper withdrawal process, they'll end up with an "F" (fail) grade instead, which will be reflected on their transcript. Taking the time to complete the withdrawal process can make a big difference, so don't hesitate to connect with Continuing Education Services for guidance.

Administrative Withdraw from a Course

Students who don't show up when training begins or miss 25% (35 clock hours) or more of the course may be administratively withdrawn.

Dress Code & Student Conduct

As future professionals, it's important for students to present themselves in a way that reflects the standards of the workplace. To help everyone put their best foot forward, here are a few thoughtful guidelines for in-person sessions:

1. Please avoid wearing strong perfumes or any scents that might be overwhelming to others.
2. If you leave campus for a break, make sure your breath is fresh and you don't smell of smoke when returning to class.
3. Hair should be clean and, if long, pulled back.

Students are expected to work together to maintain a respectful, welcoming, and professional learning environment. Not following these guidelines, or any others set by the program, could lead to dismissal—something we definitely want to avoid!

What It Takes to Successfully Complete the Program

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.

To earn your Certificate of Completion, here's what you'll need to do:

1. Attend required training sessions --- attend at least 75% of training sessions
2. Stay on top of coursework --- complete all assignments and quizzes
3. Prioritize safety --- always follow safe practices
4. Follow the program guidelines to keep things running smoothly
5. Work hard and aim high --- achieve a passing grade of 76% or greater

By meeting these requirements, you'll set yourself up for success in the program and beyond.

Grades Recorded on College Non-Credit Transcript

The following grading system is used to evaluate students:

GRADE	RANGE	CONTINUING EDUCATION UNITS
P (Pass)	76% or Above	14.0
F (Fail)	75% or Below	0.0
W (Withdraw)	Not Applicable	0.0

Refund Policy

We understand that plans can change, and we want to make sure our refund process is as clear and kind as possible.

- **Full Refund Available:** You'll receive a full refund of the course fee if you cancel by the published "register by" date. We want to give everyone the best chance to join courses.
- **Late Registration:** While we try our best to accommodate everyone, late registrations can't be guaranteed and are non-refundable.
- **Course Cancellations:** If a class needs to be cancelled by UA Cossatot before it begins—due to low enrollment or unexpected circumstances—you'll be notified and the full course fee will be automatically refunded.

- **Unforeseen Events:** 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.

We're here to support your learning journey with care and transparency. If you ever have questions, Continuing Education Services is just a call or email away.

Resources

Staying informed is key to navigating your academic journey with confidence. The section of the college website --- found at <https://www.cccua.edu/community-workforce/continuing-education/index.html> --- offers essential details about the College, specifically the Department of Public Services and Workforce Development. This resource provides the most up-to-date information on a wide range of topics, including federal and state policies, College policies, non-credit program management, disability services, student academic integrity, the student code of conduct, graduation requirements, and more.

This online version of the informational resources will be updated, as necessary, to provide the most current and accurate information available. Therefore, this version should be referenced in order to have the most up to date information. Alternative formats of this information may be received by contacting Continuing Education Services at 800-844-4471.

Students are responsible for staying informed about the content in this resource, as well as other official communications from the College. These communications may be sent via email, USPS mail, written and oral announcements, and web updates. Keeping up with these updates ensures you have the latest information needed for success.

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.