



5055 Santa Teresa Blvd
Gilroy, CA 95020
Phone: (408) 465-9369

Dear Student:

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

Program dates and information are as follows:

September 2021 - February 3, 2022

The program will be held on the main campus. Please see program calendars

for a list of classes on the main campus and

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

complete the program. 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 Calendar 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 14th Edition - ISBN-13:978-0323581264
- Kinn's Study Guide and Procedure Checklist Manual 14th Edition - ISBN-13:978-0323608695
- The Language of Medicine 12th edition-ISBN-13:978-0323551472

For updates and information, please:

- Website: www.community.gavilan.edu
- Email us: commed@gavilan.edu
- Call our offices: (408) 465-9369

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 who 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.

No absences allowed

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

Requirements for 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)

COVID VACCINE IS REQUIRED

State Exam: \$180.00 (subject to change)

Cancellation Policy

Students enrolling in this program should carefully read the enrollment agreement. Students on a payment plan who cancel or drop after their class session are still responsible to pay the entire course fee to Gavilan College.



Certified Medical Assistant Training Program Dates

1/12 - 3/2

No classes on

and

Course schedule please see

program calendars

includes 30-minute lunch

187.50 classroom hours

120-hour externship to follow

Program Meets

Zoom Tuesdays and Thursdays

Fridays

Gilroy Gavilan College Campus C C

For Additional Program Information

Online Info: www.community.gavilan.edu

Call for Info: (408) 465-9369

Walk-in Info.: Gavilan College Community

5055 Santa Teresa Blvd
Gilroy, CA 95020

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, 5055 Santa Teresa Blvd,
Gilroy, CA 95020

By E-mail: mgalvez@gavilan.edu

GAVILAN COLLEGE



Community Education

Certified Medical Assistant Training Program Payment Plan

Instructor Name	Semester	Total Cost	Start Date	End Date
Kim Bohannon	Fall 2022	\$3300.00	September 12, 2022	February. 3, 2023
Payment Deadlines	Amount	Office Use		
1st pmt - At time of registration	\$640.00 + \$100 = \$740.00			
2nd pmt - Wednesday, Sept 21, 2022	\$640.00			
3rd pmt - Wednesday, Oct 5, 2022	\$640.00			
4th pmt - Wednesday, Nov 2, 2022	\$640.00			
5th pmt - Wednesday, Dec 7, 2022	\$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).

Initial _____ The balance is then paid over 4 more installments.

Initial. AutoPay. Payment will be automatically processed every month by due date.

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**

Initial _____ **valid, not working or NSF. Payment will be deducted automatically on specified dates.**

Payments may only be made through the Community Education office.

There is no penalty for early payment.

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

Initial _____ this training program does not release me from this obligation. **All unpaid balances will be forwarded to collections.**

Student Signature	Date	Community Education Signature	Date
Not Valid Unless All Information is Provided			
Student Name:		Student Full Address:	
Student Social Security Number:		Student Cell Phone/Home Phone:	
Student Email:		Student Date of Birth:	
Reference Information			
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) 465 – 9369

Student Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: (_____/_____/_____) Evening Phone (_____/_____/_____) _____



Email Address: _____

Birth Date: _____ May we send you e-mail announcements? Yes No

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

Other: _____

Start Date/Time	Title of Course	Fee
Mondays & Fridays September 12, 2022 - February 3, 2023	Certified Medical Assistant Program o Classes and	\$3200
Payment Options		Total
		\$3200

Cash (exact change) Check Money Order Credit Card   **paying in full**

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 _____

CreditCardInfo 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. **All unpaid balances will be forwarded to collections.**

Initial _____

No exceptions to cancellation policy!

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.

Student Name

Student Signature

Date

September

2022

Class days= Orange No Class Days= Black Payment dates=Red

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 First day 8:00am-1:00pm CDC 105	13	14	15 Zoom 6:00pm-9:00pm	16 8:00am-3:30pm CDC 105	17
18	19	20 Zoom 6:00pm-9:00pm	21 Payment due	22 Zoom 6:00pm-9:00pm	23 8:00am-3:30pm CDC 105	24
25	26	27 Zoom 6:00pm-9:00pm	28	29 Zoom 6:00pm-9:00pm	30 8:00am-3:30pm CDC 105	

October

2022

Class days= Orange No Class Days= Black Payment dates=Red

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Zoom 6:00pm-9:00pm	5 Payment due	6 Zoom 6:00pm-9:00pm	7 8:00am-3:30pm CDC 105	8
9	10	11 Zoom 6:00pm-9:00pm	12	13 Zoom 6:00pm-9:00pm	14 8:00am-3:30pm CDC 105	15
16	17	18 Zoom 6:00pm-9:00pm	19	20 Zoom 6:00pm-9:00pm	21 8:00am-3:30pm CDC 105	22
23	24	25 Zoom 6:00pm-9:00pm	26	27 Zoom 6:00pm-9:00pm	28 8:00am-3:30pm CDC 105	29
30	31					

November

2022

Class days= Orange No Class Days= Black Payment dates=Red

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Zoom 6:00pm-9:00pm	2 Payment due	3 Zoom 6:00pm-9:00pm	4 8:00am-3:30pm CDC 105	5
6	7	8 Zoom 6:00pm-9:00pm	9	10 Zoom 6:00pm-9:00pm	11 No class	12
13	14	15 Zoom 6:00pm-9:00pm	16	17 Zoom 6:00pm-9:00pm	18 8:00am-3:30pm CDC 105	19
20	21	22 No Class	23	24 No Class	25 No Class	26
27	28	29 Zoom 6:00pm-9:00pm	30			

December

2022

Class days= Orange No Class Days= Black Payment dates=Red

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Zoom 6:00pm-9:00pm 1	8:00am-3:30pm CDC 105 2	3
4	5	Zoom 6:00pm-9:00pm 6	Payment due 7	Zoom 6:00pm-9:00pm 8	8:00am-3:30pm CDC 105 9	10
11	12	Zoom 6:00pm-9:00pm 13	14	Zoom 6:00pm-9:00pm 15	8:00am-3:30pm CDC 105 16	17
18	19	No Class 20	21	No Class 22	No Class 23	24
25	26	No Class 27	28	No Class 29	No Class 30	31

January

2023

Class days= Orange No Class Days= Black Payment dates=Red

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 No Class	4	5 No Class	6 No class	7
8	9	10	11	12 Zoom 6:00pm-9:00pm	13 8:00am-3:30pm CDC 105	14
15	16	17	18	19 Zoom 6:00pm-9:00pm	20 8:00am-3:30pm CDC 105	21 8:00am-3:30pm CDC 105
22	23	24	25	26 Zoom 6:00pm-9:00pm	27 8:00am-3:30pm CDC 105	28 8:00am-3:30pm CDC 105
29	30	31				

February

2023

Class days= Orange No Class Days= Black Payment dates=Red

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Zoom 6:00pm-9:00pm	3 (FINAL) 8:00am-3:30pm CDC 105	4
5	6	7	8	9	10	11
12	13	14 DEADLINE FOR GRADES	15	16	17	18
19	20	21	22	23	24	25
26	27	28				