



Community Education

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:

Mondays & Fridays, May 03, 2021 - August 13, 2021

(no classes on 5/31/2021 and 7/2/2021)

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 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 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 1pm-8:30pm & Fridays from 8am – 2:30pm. (no classes 05/31/2021 and 7/02/2021)

No absences allowed

Externship 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)

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 \$3300 to Gavilan College.



Certified Medical Assistant Training Program Dates

05/03/21 - 08/13/21

(No classes on 05/31/21 and 07/02/21)

Mon 1 pm – 8:30 pm
& Fri 8 am – 2:30 pm

includes 30-minute lunch
187.50 classroom hours

120-hour externship to follow

Program Meets

Gilroy Gavilan College Campus
Monday CDC 105 &
Friday CDC 105

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: commed@gavilan.edu

Certified Medical Assistant Training Program Payment Plan				
Instructor Name	Semester	Total Cost	Start Date	End Date
Kim Bohannon	Spring 2021	\$3300.00	May. 03, 2021	Aug. 13, 2021
Payment Deadlines	Amount	Office Use		
1st pmt - At time of registration	\$640.00 + \$100 = \$740.00			
2nd pmt - Wednesday, May 5, 2021	\$640.00			
3rd pmt - Wednesday, June 2, 2021	\$640.00			
4th pmt - Wednesday, July 7, 2021	\$640.00			
5th pmt - Wednesday, Aug 4, 2021	\$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.

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**

Initial _____ **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

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) 229 – 4206

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 May 3, 2021 to August 13, 2021, 1pm to 8:30 pm & 8:00am - 2:30pm /+ externship	Certified Medical Assistant Training Program No Classes: 5/31/2021 and 07/02/2021	\$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

May

2021

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

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

June

2021

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Payment Due	3	4 Class	5
6	7 Class	8	9	10	11 Class	12
13	14 Class	15		17	18 Class	19
20	21 Class	22		24	25 Class	26
27	28 Class	29				

July

2021

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

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

August

2021

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Class	3	4 Payment Due	5	6 Class	7
8	9 Class	10	11	12	13 Last Day of Class	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				