



# Medical Assistant Apprenticeship **FAQ**

## What is a medical assistant?

Medical assistants (MA) work alongside a medical provider to perform administrative and clinical duties in mostly outpatient care locations. MAs are trained for both front- and back-office duties such as answering phones, greeting patients and coding/billing insurance forms. Medical assistants are a vital partner to the provider. Their back-office responsibilities include taking vitals and medical histories, assisting in examinations and procedures, patient education and performing or arranging an array of medical tests.

## What is an apprenticeship program?

Pueblo Community College apprenticeships offer "earn while you learn" on-the-job training and coursework experience to prepare you for success in a professional role upon program completion. Apprentice candidates will interview with and be hired by one of our employer apprenticeship partners prior to final acceptance into the program. Once hired, apprentices learn hands-on with employer while completing their medical assistant training through PCC – and are paid to do so! After 23 weeks, MA apprentices will be eligible to take the National Registered Medical Assistant (RMA) exam. In addition, once apprenticeship is complete and on-the-job hours are met, apprentices will earn a PCC medical assistant certificate and Federal Department of Labor apprenticeship certificate.

## Compensation:

- The starting minimum pay rate is \$13.00 per hour.
- Pay increases to a minimum of \$14.50 per hour once apprentice passes the National RMA exam.
- Pay increases to a minimum of \$16 per hour after completion of competencies and 2,000 hours of OJT (on-the-job training).

## Program cost:



The apprenticeship program cost is \$6,300. Apprentice applicants can apply for Federal Student Aid (FAFSA) for the credit courses in addition to the College Opportunity Fund (COF) stipend, if eligible. Any remaining balance is the responsibility of the apprentice. There are opportunities for tuition assistance along with grant and scholarship funding through the [Pueblo Workforce Center](https://pbworkforce.cdle.co) at <https://pbworkforce.cdle.co>. You may view the [Workforce application steps](#) at [pueblocc.edu/sites/default/files/2022-06/Workforce-Application-Checklist.pdf](https://pueblocc.edu/sites/default/files/2022-06/Workforce-Application-Checklist.pdf).

## Program commitment:

The MA apprenticeship program is time intensive and requires a commitment of 40 to 50 hours per week.

- Minimum of 16-32 hours working in the clinic Monday-Thursday
- Up to 8 hours of lab at PCC's St. Mary-Corwin location every Friday for 16-20 weeks
- Minimum of 10 hours of online education per week

## Application & interview process:

Applications are due by **July 15** for a fall semester start. Please visit [PCC's apprenticeship webpage](#) at [pueblocc.edu/programs/apprenticeship](https://pueblocc.edu/programs/apprenticeship). Complete an **interest form** and follow additional steps under **Enrollment: Follow these Easy Steps!** Candidates can also attend an information session hosted in partnership with the local Workforce Center, PCC or a potential employer. Apprentice candidates will interview with a potential employer and must be hired as an apprentice prior to starting the program.

## Employee Apprentice Partners



Parkview Medical Center  
[www.parkviewmc.com](http://www.parkviewmc.com)



Pueblo Community Health Center  
[www.pueblochc.org](http://www.pueblochc.org)



Centura Health  
[www.centura.org](http://www.centura.org)