

# Northwood Technical College

## FY25 (2024-25) Medical Assistant Program (Transfer Track)

The following is additional information about the Northwood Technical College Medical Assistant (MA) program.  
This information supplements the program webpage and district catalog.

**Degree: One Year Technical Diploma**

### MEDICAL ASSISTANT (MA) PROGRAM - 32 credits

The Medical Assistant program is a one-year (two semester) program. Students must complete 32 credits to graduate. Students are encouraged to take some courses prior to beginning the core courses. The program combines lecture, laboratory, and externship in a clinical setting. Travel is required to clinical sites; students must provide their own transportation. Clinical locations are to be determined.

### PROGRAM DIRECTOR

**Janel Ouimette, B.S., CMA (AAMA)**

MA Program Director/Instructor

Northwood Technical College

1900 College Drive

Rice Lake, WI 54868

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### PROGRAM LOCATIONS/CORE COURSES BEGIN

Ashland—Fall Semester

New Richmond—Fall Semester

Rice Lake—Spring Semester

Superior—Fall Semester

### ADDITIONAL ADMISSION PROCESS REQUIREMENTS

Due to the limited availability of space, transfer students are admitted on a space-available basis only. If space is available, you will be contacted as to what additional documentation must be provided to complete your transfer and course registration. Transfers are handled on a first-come, first-served basis.

There is no time limit for course transferability, but a competency examination may be required to determine level of knowledge. Please be advised that there may be a waiting list. You can obtain application materials by contacting the Admissions Advisor.

Submit official college transcripts and associated materials to the Admissions Advisor of the campus you wish to attend:

Admissions Advisor  
Northwood Technical College  
2100 Beaser Ave  
Ashland WI 54806  
Phone: 715.682.4591 or 800.243.9482  
[ashland.admissions@northwoodtech.edu](mailto:ashland.admissions@northwoodtech.edu)

Admissions Advisor  
Northwood Technical College  
1019 S. Knowles Ave  
New Richmond, WI 54017  
Phone: 715-246-6561 or 800.243.9482  
[newrichmond.admissions@northwoodtech.edu](mailto:newrichmond.admissions@northwoodtech.edu)

Admissions Advisor  
Northwood Technical College  
1900 College Dr  
Rice Lake, WI 54868  
Phone: 715.234.7082 or 800.243.9482  
[ricelake.admissions@northwoodtech.edu](mailto:ricelake.admissions@northwoodtech.edu)

Admissions Advisor  
Northwood Technical College  
600 N 21<sup>st</sup> St  
Superior, WI 54880  
Phone: 715.394.6677 or 800.243.9482  
[superior.admissions@northwoodtech.edu](mailto:superior.admissions@northwoodtech.edu)

Northwood Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Amanda Gohde, Associate VP, Talent & Culture, 1900 College Drive, Rice Lake WI 54868, 715.645.7042, Wisconsin Relay TTY:711, [amanda.gohde@NorthwoodTech.edu](mailto:amanda.gohde@NorthwoodTech.edu).

## **MA COURSEWORK**

MA courses are developed so that they must be taken in order. **All** required courses **must be successfully** completed prior to starting 10509310 Medical Assistant Practicum.

## **CLASS COMMITMENT**

The average amount of time spent in the classroom for a full-time student is between 32-35 hours per week. In addition to scheduled class time, it is expected that students spend at least two to three hours studying for each hour of classroom lecture they attend. This represents a significant time commitment, and most students find it necessary to reduce work hours during the program.

## **TRANSFER CREDIT**

Official college transcripts are required for any college coursework that has been completed. Official college transcripts must be sealed and sent from the sending institution.

## **MA PROGRAM STANDARDS**

Students must earn a grade of 2.0 or higher in all required courses. Students must also successfully pass all required course competencies. For specific program course requirements, see individual course syllabi. Failure to achieve a 2.0 in a course, failure to achieve the exam score as specified in the individual course syllabi or failure to pass all required course competencies will delay advancement in the program until an acceptable grade is achieved. Two program courses may only be repeated once. This policy also applies to coursework taken at other colleges. If a course needs to be repeated, please contact your advisor before registering. This includes taking a similar course at another college.

## **COMPUTER NEEDS**

Since all Medical Assistant courses include a web-based component, students are required to have computer and internet access.

## **ACCREDITATION**

Northwood Tech's Medical Assistant programs are accredited by the Commission on Accreditation of Allied Health Education Programs ([CAAHEP](http://www.caahep.org)), upon the recommendation of the Medical Assisting Education Review Board ([MAERB](http://www.maerb.org)) which is governed by the American Association of Medical Assistants (AAMA).

Commission on Accreditation of Allied Health Education Programs

9355 – 113<sup>th</sup> St. N. #7709

Seminole, FL 33775

Phone: 727-210-2350

[www.caahep.org](http://www.caahep.org) [www.aama-ntl.org](http://www.aama-ntl.org)

For questions on accreditation and certification, please contact the Program Director.

## **GRADUATE SALARY EXPECTATIONS**

Graduates earn between \$ 34,484-\$ 105,178 annually. The most recent graduate follow-up study indicates the average yearly salary to be \$ 46,180. Graduates can expect to receive shift differential pay.

## Checklist for TRANSFER into Medical Assistant Program

### Admission Requirements (Transfer Track)

\_\_\_\_\_ Complete Online application form

Any student admitted into a Medical Assistant program within the Wisconsin Technical College System (WTCS) will receive reciprocity for admission at any other WTCS MA program. The student is responsible for submitting a copy of their previous admission information.

\_\_\_\_\_ Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final (official) transcript with confer date.

\_\_\_\_\_ Review and sign Background Check Disclosure

\_\_\_\_\_ Review and sign Functional Abilities Disclosure

\_\_\_\_\_ Complete admissions meeting with a Northwood Tech counselor

### Program-Specific Requirements (Transfer Track)

\_\_\_\_\_ Submit Background Check fee

\_\_\_\_\_ Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable (required at program start and prior to practicum)

\_\_\_\_\_ Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb).

\_\_\_\_\_ COVID vaccination---highly recommended

**NOTE:** Northwood Technical College cannot guarantee clinical placement or ability to progress in the program if a student is not able to meet the clinical site requirements including but not limited to; influenza vaccine, covid vaccine, negative tb skin test or QuantiFERON®-TB Gold In-Tube test (QFT-GIT) or T-SPOT®.TB test (T-Spot), up to date acceptable background check, or any other clinical requirements required by the clinical site. Northwood Technical College cannot guarantee clinical placement if the clinical site must be changed due to students inability to meet the site specific requirements. Many sites require the student information 4-6 weeks prior to the clinical start date.

\_\_\_\_\_ Possess current certification of First Aid and "BLS Basic Life Support"

\_\_\_\_\_ Review and sign Health Sciences Confidentiality