

Northwood Technical College

FY26 (2025-26) 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

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

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

Admissions Advisor
Northwood Technical College
600 N 21st St
Superior, WI 54880
Phone: 715.394.6677 or 800.243.9482
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.

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 – 113th St. N. #7709

Seminole, FL 33775

Phone: 727-210-2350

www.caahep.org www.aama-ntl.org

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

GRADUATE SALARY EXPECTATIONS

Graduates earn between \$ 35,888-\$ 54,989 annually. The most recent graduate follow-up study indicates the average yearly salary to be \$ 45,097. 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 understand Technical Standards for this program

_____ 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

FY26 (2025-65) MEDICAL ASSISTANT PROGRAM

Prices listed are approximate costs and subject to change

TEXTBOOKS (MA occupational specific courses)	\$741.00
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BACKGROUND CHECKS (required):	
National Criminal Background Check	\$68.00

ADDITIONAL PROGRAM REQUIREMENTS: \$300

Supplies (classroom folders, etc.)	\$50.00
Watch w/2nd hand	\$20.00
Stethoscope (Required)	varied
White lab coat	\$27.00
Each Northwood Tech Patch	\$3.00
Classroom Uniform	\$200.00
Namepin (LRC)	free

FIRST TERM TUITION/FEES: \$3,066.20

10-501-101	Medical Terminology	\$482.60
32-801-361	Applied Communications	\$323.40
31-501-107	Digital Literacy for Healthcare	\$323.40
31-509-301	Medical Assistant Administrative Procedures	\$355.90
31-509-302	Human Body in Health & Disease	\$482.60
31-509-303	Medical Assistant Laboratory Procedures 1	\$355.90
31-509-304	Medical Assistant Clinical Procedures 1	\$742.40

COURSE PREREQUISITE

47-531-437	BLS Basic Life Support	\$74.48
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SECOND TERM - TUITION/FEES: \$2,475.05

31-509-305	Medical Assistant Laboratory Procedures 2	\$355.90
31-509-306	Medical Assistant Clinical Procedures 2	\$533.85
31-509-307	Medical Office Insurance & Finance	\$355.90
31-509-308	Pharmacology for Allied Health	\$323.40
31-509-309	Medical Law, Ethics & Professionalism	\$323.40
31-509-310	Medical Assistant Practicum	\$482.60
	Practicum Uniform including shoes	\$100.00

CMA (AAMA) Exam Fee	\$125.00
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WI Caregiver Background Check Fee x2	\$30.00
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APPROXIMATE PROGRAM TOTAL	\$6,879.73
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Transportation costs to and from clinical agencies will vary

Computer, other required hardware, or upgrade costs will be discussed on an individual basis.

Students are responsible for additional clinical agency requirements.

Students are responsible for health form costs (Tb test, Immunizations, titres, exam, etc.)