



Texarkana College Community Education Allied Health Programs

Certified Clinical Medical Assistant (CCMA) Program with Clinical Externship

This program prepares students for a rewarding career in healthcare by training them to assist physicians with clinical responsibilities in a medical office. Coursework includes patient preparation, laboratory procedures, diagnostic testing, phlebotomy, vital signs, pharmacology, and cardiology. The program consists of classroom instruction, hands-on labs, and a clinical externship.

Program Schedule

- Dates & Times: **To Be Determined**
- Evenings: **Tuesdays & Thursdays, 6:00 PM – 9:30 PM**
- Saturdays: **6 dates TBD, 9:00 AM – 4:30 PM**
- Location: Health Sciences Building, Room 127, 2500 N. Robison Rd, Texarkana, TX 75599

Program Details

- Duration: 16 weeks
- Contact Hours: 154 classroom hours + 160-hour clinical externship
- Tuition: \$2,770 (includes books)
- NHA Certification Exam Fee: \$169 (due at end of course)
- Payment plans available (first payment \$692.50 + \$30 processing fee)
- Not eligible for FAFSA (non-credit program)

Registration

- Register in person at the Community Education Center in the Nelson Administration Building.
- Online registration is not available.
- Deadline to register or drop: **Friday prior to program start date by 3pm.**
- Enrollment may close early if class reaches capacity.

Refund Policy

Students may receive a 100% refund (less the \$30 payment plan enrollment fee, if applicable) if they withdraw on or before the official drop date (typically the enrollment deadline). **No refunds will be issued after the class start date.** If Texarkana College cancels the course, a full refund will be provided, excluding the non-refundable payment plan enrollment fee.

Certification Opportunities

- NHA Certified Clinical Medical Assistant (CCMA) Exam eligibility.
- NWCA Clinical Medical Assistant (CMAC) Exam eligibility.

Internet Access Requirement

All students must have access to the internet during the course for communication purposes. Texarkana College utilizes Microsoft Teams and other online platforms to share course materials, provide updates, and facilitate communication between instructors and students. Reliable internet access is essential for successful participation in the program. Students are welcome to use the Texarkana College Academic Commons Wi-Fi to meet this requirement.

Clinical Externship

This program includes a 160-hour clinical externship opportunity. To be eligible for the clinical, students must successfully complete the 140-hour program, submit to a thorough background check, drug screening, and meet other requirements.

Clinical Externship Checklist

The following items are required to be submitted by the **END OF COURSE** so that students may participate in the externship portion of the class.

- ☐ Purchase liability insurance and submit receipt to Allied Health Coordinator
- ☐ High school diploma or GED
- ☐ Physical exam using the TC Health Occupations form
- ☐ Required immunizations (Hep B, MMR, Varicella, Tdap, TB test)
- ☐ Current drug screen (complete only when ready to begin externship)
- ☐ CPR Certification – \$77 (register at: cbe.texarkanacollege.edu)
- ☐ Resume
- ☐ Blue scrubs – Texarkana College royal blue (available at TC Campus Bookstore)
- ☐ ID badge from Enrollment Services (requires authorization form)
- ☐ Certification exam fee: \$160 (scheduled after course completion)

Contact

For questions regarding enrollment or course information, please contact Nancy Lambert at 903-823-3382 or nancy.lambert@texarkanacollege.edu.

Holli Easley
Director of Community Education/Allied Health
903-823-3276 or holli.easley@texarkanacollege.edu.

TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, admission or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources/Title IX Coordinator, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3006, human.resources@texarkanacollege.edu.