



WELCOME TO EDEN AREA ROP ONLINE ORIENTATION INFORMATION

Please read through this file in entirety. It contains important information about your CMA class.

Eden Area ROP Adult Programs is a career-training program that works together with local school districts and the business community.

The mission of the Eden Area Regional Occupational Program is to prepare students for careers and further education as well as to instill workplace skills and ethics that enable them to compete successfully in the economy of today and the future.

ROP REQUIREMENTS

- Must be at least 18 years of age
- Proficiency in the English language
- Ability to attend class scheduled dates and times
- Have access to a computer and internet for class homework (when applicable)
- Properly dressed (scrubs for Medical/ Dental classes, leather or non-synthetic material pants for welding, etc..)
- Meet all payment requirements

CLINICAL MEDICAL ASSISTING (CMA)

Description:

This course meets the guidelines required to sit for the Medical Assistant (CCMA) Exam hosted by the National Healthcareer Association (NHANOW.COM). It is recommended that students have previous knowledge of basic Anatomy/Physiology as well as Medical Terminology before entering the program. Upon successful completion of this course, students will be issued a Certificate of Completion and a record of all injections and blood draws.

CLINICAL MEDICAL ASSISTING (CMA)

In-class meeting: Lectures and Laboratory, Tuesdays and Thursdays nights, 6:00-9:00 PM (total 180 hours)

Additional time required for studying, online homework, quizzes, and exams: Online homework via McGraw-Hill publisher's CONNECT. (total 180 hours)

Instructors: Heather Bystrom,
Angelica Peters,
Johanna Changco.

Classrooms: Room C7 or Room H1

Adult Ed Office: Buidling C, Room C12
510-293-2910

Email: adultinfo@edenrop.org

PROGRAM FEES

ROP fees and other costs

CMA Class Costs	
CMA Lab Fee (ROP) including \$70 non-refundable registration fee	\$2,800
Textbook & Online access (estimated)	\$250
Uniform (estimated) Any design, color, or pattern	\$50 - \$100
Immunization (estimated)	0 - \$250
Total CMA Class (estimated)	\$2,730 - \$3,030
Optional Additional Costs	
CMMA Exam Review Guide (pay to NHA)	\$100
CCMA Exam (Pay to NHA)	\$155
Total Other Costs (estimated)	\$0 - \$255

UNIFORM

- Students are required to wear scrubs and white non-slip fully covered shoes to every class. They can be any color, solid or print. Students not in compliance will be asked to leave class for safety reasons.
- Uniforms can be found in department stores such as JCPenney and Walmart, or Specialty uniform stores such as Scrubfit, Bancroft, and Fremont Uniforms. Uniforms can also be found online at Amazon and Google. Please allow time for shipping.



TEXTBOOK & WORKBOOK

Do Not Buy the Book Until We Had Confirmed Your Class Enrollment!

Here are two of the many options available that we recommend:

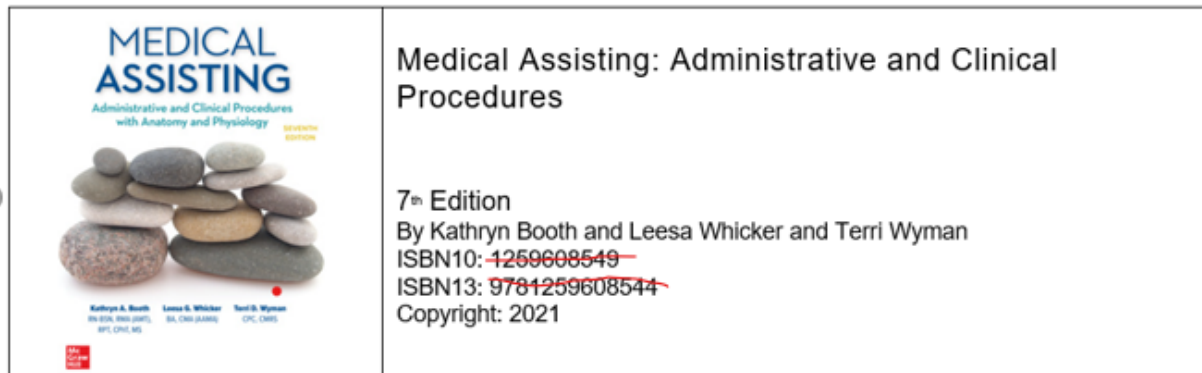
Digital Option:

eBook and online Connect, \$105.00, valid for 540 days, ISBN10: [1260476960](https://www.mheducation.com/isbn/1260476960)

Bundles Option:

Loose leaf physical book, eBook, and online Connect, \$173.33, ISBN10: [1260691977](https://www.mheducation.com/isbn/1260691977)

To purchase the required textbook, please go to this link: www.mheducation.com, at the top right ISBN search bar, type in the ISBN you want to purchase.



ONLINE “CONNECT” FOR TEXTBOOK

In the previous slide, we mentioned about the eTextbook and physical textbook and the Connect. McGraw-Hill Connect® is a subscription-based learning service accessible online through your personal computer or tablet.

Connect is required to access to your instructor's homework assignments, quizzes, syllabus, notes, reminders, and other important files for the course.

IMMUNIZATION

Please complete the REQUIRED Immunization records and submit to your teacher by the 2nd week of school.

Students must **provide a copy** of a completed immunization record by the 2nd week of class, including:

Hepatitis B (1)

Hepatitis B (2)

Hepatitis B (3)

MMR (1)

MMR (2)

Varicella (injection or blood draw “titer” to prove immunity)

TB/PPD (1) within the past year

Chest x-ray (only if you had a positive TB/PPD)

TDAP

Flu Influenza vaccine (within the past year)

Students are responsible for contacting their health providers and costs associated with the immunization. Please allow time for hepatitis shot series and TB reading.

Covid-19 Directives

- Students are to provide own masks and use other PPE provided by instructor.
- Students, teacher, staff will email Director, Craig Lang at clang@edenrop.org immediately if you have documentation to show a positive COVID test.
- Students, teacher, staff will complete self-assessment forms at the beginning of each class.
- Teacher will wear mask and talk behind a shield and use PPE as needed.
- Teacher will follow procedure to intake students (temperature check and self-assessment forms).
- School will clean and sanitize classrooms and bathrooms nightly and regularly.
- School will provide sanitizer stations and hand washing sink in the classroom.
- Seating are set to follow social distancing.
- If any student testing positive for COVID will require the student's class to be postponed for two weeks before resuming in person.
- School will follow County's protocol for postponing class and/ or closing program.

CPR TRAINING

CPR Certificate for Healthcare Providers:

Our CMA Program offers CPR training at no extra cost. The CPR training is issued by the American Heart Association – Basic Life Support (BLS)/ CPR with AED for Healthcare Providers (Infant, Child, and Adult). This training is required for most employers to work in the field. You do not need to attend this training if you already have the exact CPR certification noted above and it is still valid. The training will take place during scheduled class hours.

THE CCMA EXAM (Optional)

The CCMA Exam is not required to pass the CMA class, however, it is highly recommended for employability.

- CMA class Certification of Completion
- High school diploma or equivalent
- The CCMA Exam fee \$155.00

HOLIDAYS & BREAKS

Holidays and
breaks - to be announced

ATTENDANCE POLICY

- Students cannot miss the first day of class.
- Students are expected to be in class whenever school is scheduled. Students must be on time and cannot leave early.
- Students must be present 95% of the time in order to receive a certificate of completion. (Students cannot miss more than three classes) Tardiness and leaving early will impact your ability to maintain the 95% to receive your certificate.
- If a student is absent, it is his/ her responsibility to notify the instructor. All make-up credit is subject to the instructor's approval.

Student Behavior Policy

- Please read the handbook about inappropriate behaviors at Eden Area ROP. Unresponsive attitudes or behaviors that disrupt the learning environment or are a safety issue will result in immediate dismissal from the program.
- Eden Area ROP has **ZERO TOLERANCE** for any sexual harassment. unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of sexual nature, made by someone from or in the work or educational setting.
- Smoking, vaping, and/or the use of any tobacco or e-cigarette product is prohibited within any school buildings, school grounds, and parking lots.
- Cell phone should be silenced during class time. Please use cell phone for emergency only.

REFUND POLICY

Please read the refund policy below and choose your class carefully!

- Registration fee of \$70 is non-refundable
- 100% Lab fee is refundable up to one full week prior to the start of the class
- If you paid in full at the start of the class, a withdrawal prior to the midpoint of the class will allow 50% of fee refunded. After the midpoint of the class, there will be no refund allowed.
- If you paid in installments (50% at the start of the class), there will be no refund allowed.

**** All fees will be refunded if Eden Area ROP cancels a class ****

DO YOU NEED ATTENDANCE VERIFICATION?

- For attendance verification, please submit form to adultinfo@edenrop.org and allow one week for processing.



EdenAreaROP
Attendance Verification Request

For School Use Only			
Attendance Staff Initials			
Date Completed			

Date Requested (Today's Date)

*Date Required

STUDENT CONTACT INFORMATION:

Student Last Name		First Name		Birthdate	
Street Address		City		Zip Code	Phone Number

PROGRAM INFORMATION • SCHOOL YEARS ATTENDED:

ROP Program(s)			
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Please note that any records prior to 1999 are not available at the Eden Area ROP

School Year	School Year	School Year	School Year
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☐ Please check this box if the years are an approximation

REASON FOR VERIFICATION:

✓Please check all that apply

<input type="checkbox"/> Medical Insurance	<input type="checkbox"/> EDD (Unemployment)	<input type="checkbox"/> Car Insurance
<input type="checkbox"/> Attendance	<input type="checkbox"/> CalWorks	<input type="checkbox"/> Other _____
<input type="checkbox"/> Work	<input type="checkbox"/> School	

FORM OF VERIFICATION:

<input type="checkbox"/> Fill out a Form (Requestor must attach form)			
<input type="checkbox"/> Send a Fax	Attention to:	Fax:	
<input type="checkbox"/> Send an Email	Attention to:	Email:	
<input type="checkbox"/> Write a Letter	Attention to: Company/ Organization:	Address:	

*ALL REQUESTS WILL BE COMPLETED WITHIN 2 TO 3 BUSINESS DAYS. NO EXCEPTIONS

Requestor's Signature	Date
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DRESS CODE

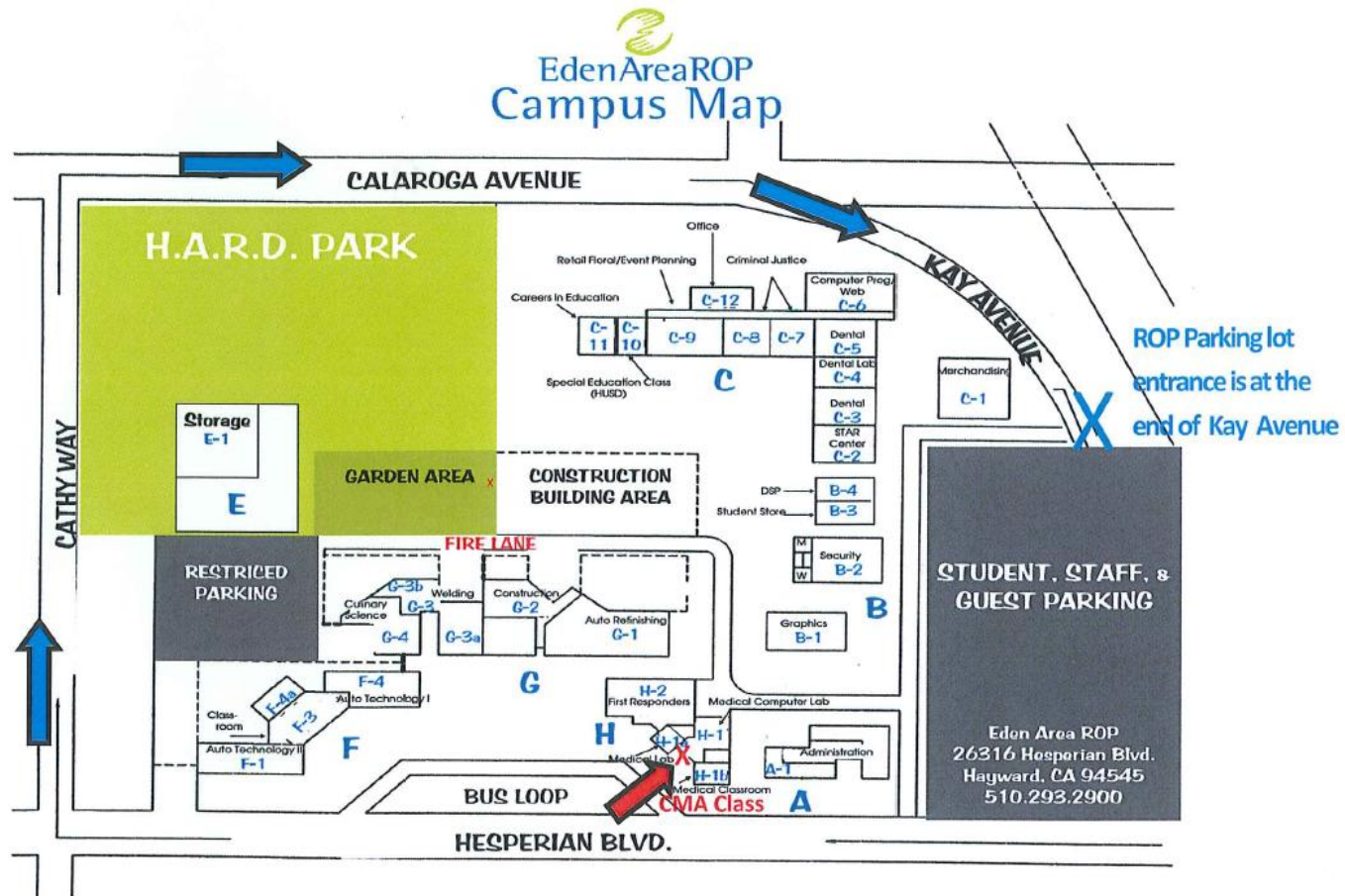
Inappropriate dress includes:

- Clothing with offensive and suggestive words, pictures or derogatory messages imprinted.
- Fingernails should be short (not visible from the palm side of the hand) and only clear nail polish is acceptable.

PHOTO RELEASE

- Photographing, videotaping, or recording the classroom is only permitted with the instructor's approval to minimize disruptions.
- Eden Area ROP reserves the right to photograph or video classes and its students for promotional purposes.
- If a picture or video of any of our students is showcased, no monetary compensation will be made.

CAMPUS MAP



There is no parking on Hesperian Blvd. Follow blue → arrows to school gated parking lot at the end of Kay Avenue. Park close to building A. OK to use staff parking for night classes.

THANK YOU FOR YOUR INTEREST IN
EDEN AREA ROP ADULT ED



Thank you for your interest in the CMA class at
Eden Area ROP!

Please note: your registration is not completed
until you have made a payment.

Please contact us at 510-293-2910 or
adultinfo@edenrop.org