

Certified Clinical Medical Assistant Enrollment Checklist

Step 1

- Pay Application Fee (\$200, non-refundable)

Step 2

- Create CastleBranch account (or log into existing account)

- Complete background check
- Complete drug test
- Submit vaccine documentation

If you need assistance, the [Maryland Immunet portal](#) may be able to help you locate your records. You can also get vaccines at [this or other similar clinics](#). Call the clinic for more information.

- Measles (Rubeola), Mumps & Rubella (MMR): 2 shots
- Varicella (Chicken Pox): 2 shots
- Hepatitis B: 2 or 3 shots
- Influenza (Flu) shot: due before first day or by November 20

- Tuberculosis (TB) skin test: 1-step test or blood test
- Health Insurance: must cover duration of externship

- Complete scrubs order form

Step 3

- Pay tuition fee OR begin payment plan

Step 4

- Activate/Access NHA course materials
- Attend orientation meeting via Zoom _____
DATE
- First day of class _____
DATE