



WELCOME TO EDEN AREA ROP  
Fall 2026 Clinical Medical Assisting CMA Class

In-person class: 08/18/26 - 01/28/27

Tuesday and Thursday nights, 5-8PM and every other Saturday 9-3:30PM, Additional time required for studying, online homework, quizzes, and exams.  
No classes Thanksgiving and Winter Breaks

Online homework on McGraw-Hill Publisher's CONNECT.

Instructors: Mrs. Alysa Machado Oliver

510-293-2942

[aoliver@edenrop.org](mailto:aoliver@edenrop.org)

Classroom: Room H1

Adult Ed Office: Building C, Room C12

510-293-2910

Email: [adultinfo@edenrop.org](mailto:adultinfo@edenrop.org)

# CLASS DESCRIPTION

## Description:

This course meets the guidelines required to sit for the Certified Clinical Medical Assistant (CCMA) Exam hosted by the National Healthcareer Association (NHA). It is recommended (but not required) 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.

# CLASS REQUIREMENTS

- Must be at least 18 years of age
- Proficiency in the English language
- Ability to attend class scheduled dates and times
- Participate in class lectures, lab, and clinic
- Maintain a C grade average
- Have access to a computer, internet, and McGraw Hill Connect)
- Wear scrubs and non-slip covered to class (scrubs can be any designs or colors)
- Have the required immunization record/ TB test (see immunization requirement, must be done before the clinical part of the class)
- Meet all payment requirements (if you pay in two installments, the 2<sup>nd</sup> payment is due halfway through the class, in the week of 10/27/26)

# PROGRAM FEES

## ROP fees and other costs (Estimated)

<b>CMA Class Costs</b>	
CMA Lab Fee (ROP) including \$70 non-refundable registration fee	\$3,300
Textbook & Online access (estimated)	\$250
Uniform (estimated) Any design, color, or pattern	\$100
Immunization (estimated)	0 - \$250
<b>Total CMA Class (estimated)</b>	<b>\$3,650 - \$3,900</b>
<b>Optional Additional Costs</b>	
CMMA Exam Review Guide (pay to NHA)	\$130
CCMA Exam (Pay to NHA)	\$160
Externship (If applicable)	\$350
<b>Total Other Costs (estimated)</b>	<b>\$640</b>

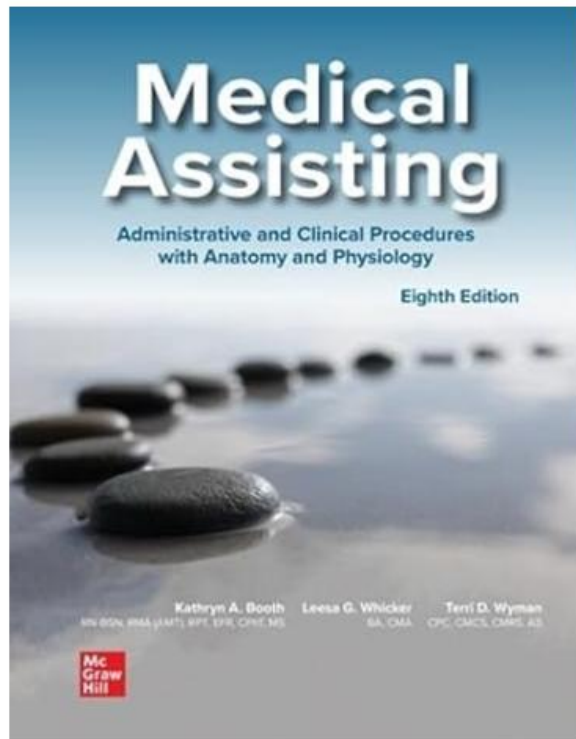
# UNIFORMS

- **Students are required to wear scrubs and non-slip vinyl/ leather fully covered shoe. Uniforms can be any color, pattern, and style. Students not in compliance will be asked to leave class for safety reasons.**



# TEXTBOOK & WORKBOOK

## Required textbook and Connect access



ISBN: 9781266558528 (hard copy textbook)

We will send a link on separate email so you can connect to the class shortly. **Please wait until you have the link to purchase the book.**

CONNECT is the online homework/ quizzes/ exams that ties your homework to your instructor's class.

You have an option to purchase CONNECT, which comes with the eTextbook (online textbook). This is the most economical option.

You also can purchase a bundle that includes CONNECT, eTextbook, and a physical textbook.

## ONLINE “CONNECT” FOR TEXTBOOK

In the previous slide, we mentioned about the eTextbook, physical textbook, and the CONNECT. McGraw-Hill Connect<sup>®</sup> is a subscription-based web-based learning service accessible online through your PC or laptop.

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 2<sup>nd</sup> 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.**

# BLS/ CPR TRAINING

## Basic Life Support (BLS) Certificate

Our CMA Program offers BLS training at no extra cost. This 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. There is no make-up for this class.

# THE CCMA EXAM (Optional)

After our Medical Assisting Class, we highly recommend but not require) that you take the NHA CCMA Exam for employability.

Requirement for the CCMA Exam:

- CMA class Certification of Completion (completed within the past 5 years)
- High school diploma or equivalent
- The CCMA Exam fee \$160.00

# GRADES & ATTENDANCE POLICY

- 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 can not miss the first day of class.**
- **This is a fast-paced course. Keeping up is the students' responsibility. Student must maintain a 70% or C through out the course. A grade below a 70%, will NOT earn the Medical Assisting Certificate. Students may choose to continue to attend class; however, a Certificate of Completion will not be awarded. Tardies and leaving early will count toward absences.**
- **All online homework, quizzes, and tests are due by midnight on due dates. Online works are to be done on the McGraw Hill CONNECT.**
- **Students are allowed only THREE equivalent absences. There are no makeup on lecture, lab, or clinical. Tardiness and leaving early also counted toward absences.**
- **Students MUST meet grade, attendance, and payment requirements to earn the Certificate of Completion.**

# 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!

- Refunds are not automatic; you must request refund in writing via email or mail.
- Registration fee of \$70 is non-refundable.
- If a refund is requested one full week prior to the start date of class:
  - It is fully refunded minus \$70 non-refundable registration fee.
- If a refund is requested on or after the class start date:
  - If the class fee is paid in full, only 50% is refundable.
  - If the class is paid with first installment; there is no refund.
- If a refund is requested on or after the half-way mark of the class:
  - There is no refund.

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

# DRESS CODE

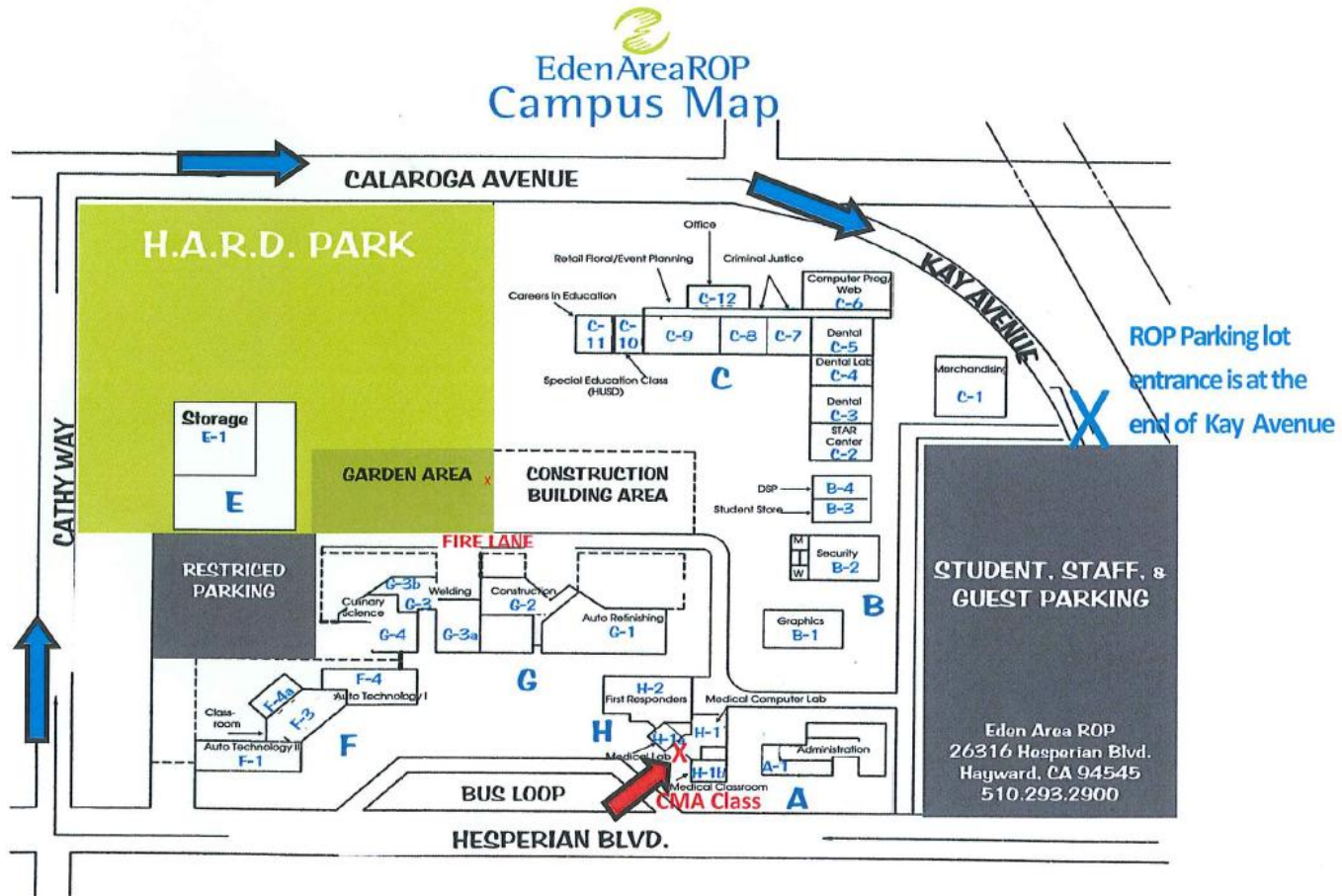
## Inappropriate dress includes:

- 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!