

Application Packets Are Due No Later Than Friday 07/31/2026



Artesia General Hospital Advanced Learning Center



Certified Clinical Medical Assistant (CCMA) Program Application Packet

The CCMA program is accredited through the National Healthcareer Association (NHA) and students are certified through the Certified Clinical Medical Assistant (CCMA) exam.



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Artesia General Hospital
Advanced Learning Center
702 N. 13th St.
Suite J

PROGRAM COORDINATOR

Kimberly Salgado - Director of Artesia General Hospital Foundation,
CRHCP, Clinical Instructor

LEAD CLINICAL INSTRUCTOR

Torey Salgado - CCMA, B.S., M.Ed., Clinical Instructor

LEAD CLINICAL INSTRUCTOR

Stacie Chavez - CMA, CPT, VFC Coordinator, Clinical Instructor

PROGRAM DESCRIPTION:

Medical assistants are the only allied health professionals specifically trained to work in ambulatory settings such as physicians' offices, clinics, and group practices. Medical assistants are **multi-skilled** personnel who can perform **administrative, laboratory** and **clinical** procedures. Physicians value this unique versatility more and more, as managed care compels them to contain costs and manage human resources efficiently. It is not surprising that the demand for medical assistants is expanding rapidly. Medical assistants' practice under the responsibility and direct supervision of a person licensed to practice medicine.

Today's CCMA (Certified Clinical Medical Assistant) is expected not only to master the body of knowledge of the profession, but also to apply this knowledge in the fast-paced world of ambulatory health care. Therefore, critical thinking is a necessary requirement for the medical assistant student and graduate, as it is for all health care professionals. The CCMA is uniquely qualified to "speak the patient's language" and serve as a "communication liaison" between the physician and patient.

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PROGRAM DATES / DEADLINES

IMPORTANT DATES	
APPLICATION DUE	07/31/2026
COMMITTEE MEETS FOR ENROLLMENT SELECTION	08/03/2026
STUDENTS NOTIFIED IF ACCEPTED NO LATER THAN	08/07/2026
LUNCH MEETING & ONBOARDING FOR ACCEPTED CANDIDATES (FULL PAYMENT FOR COURSE IS DUE BY THIS DATE)	08/26/2026
IN PERSON CLASS BEGINS	09/08/2026
PROGRAM LENGTH	9 Months
PROGRAM HOURS	Tuesday and Thursday Evenings 5:30 – 7:30 pm
PROGRAM PRICE	Course fees including all educational materials and national exam: \$1,300.00 *Payment Due – 08/26/2026 at the time of the mandatory luncheon* *Partial payments are not allowed. Full Payment amount is due at the time of the luncheon*
ADDITIONAL LEARNING HOURS	Students will engage in asynchronous learning online every week. Students will be expected to keep up with all online deadlines and in-person learning responsibilities.
TUTORING	Additional tutoring can be scheduled upon request with instructors.

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GENERAL REQUIREMENTS:

- Students must be at least 18 years of age at the projected time of program completion.
- Students must have a high school diploma or GED equivalent.

APPLICATION PROCESS:

1. Obtain one professional letter of recommendation (head of department, recent employer, teacher, etc.). This letter must be signed and sealed in an envelope to be turned in with the application. Failure to obtain signed and sealed letter may result in application not being considered.
 2. Complete the application and turn in application with letter of recommendation and copy of photo ID and copy of high school diploma or GED no later than Friday **(07/31/2026)** to the Artesia General Hospital HR department located at 702 N 13th street next to the Green Chile Café.
 3. Once the application deadline has closed, prospective students may be pulled in for an additional interview during the following week.
 4. **Students will be informed of acceptance NO LATER THAN 08/07/2026.**
 5. Accepted students must attend the **mandatory lunch meeting and afternoon orientation session on 08/26/2026 from 12:00PM to 2:00PM** for program orientation.
- Meeting the criteria for selection and completing an application packet does not guarantee admission to the program. Final selection will be based on the student's application, letter of recommendation and potential interview. A maximum of 10 students will be selected out of all applicants for the year.
 - **LATE OR INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED.**

HEALTH REQUIREMENTS:

Applicants must sign the release of information for their shot records to be pulled from the state database or decline and choose to receive their records on their own. As required by Artesia General Hospital and the AGH Advanced Learning Center, applicants are required to provide proof of the following current immunizations for eligibility to be a student:

- Hepatitis B series or Positive Hepatitis B Titer
- Measles Mumps Rubella (MMR) or Positive Titer Series
- Tetanus (Tdap or Td) Vaccine within the last 10 years
- Tuberculosis skin test within past 12 months. PPD/Tuberculin skin testing is valid for one (1) year from date of administration. Students must maintain current PPD/Tuberculin skin testing throughout the program. Students who test positive for tuberculosis must show proof of a negative chest x-ray taken within the past five years to satisfy this requirement.
- Varicella or Positive Varicella Titer

ALL VACCINATIONS ARE REQUIRED

If a student is accepted into the program and is missing any of the above vaccinations or tests, they will be expected to have these completed before engaging in direct patient care. Failure to update these mandatory vaccinations or get the appropriate testing will result in the student being withdrawn from the course.

**Students who are withdrawn from the course due to missing vaccinations or testing are not eligible for a refund **

Note: All major employers in the medical field require these standard vaccinations or tests to qualify for job placement

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Artesia General Hospital

Advanced Learning Center

RELEASE OF INFORMATION, AUTHORIZATION/CONSENT FORM

Student Name _____ DOB _____

I _____, hereby grant the
Artesia General Hospital Advanced Learning Center permission to receive the
following information:

☒ New Mexico State vaccine record

The above information is to be received from:

Name: AGH Advanced Learning Center Address: 702 N 13th Street Suite J

Phone: (575) 748-3333

This authorization is subject to revocation by the undersigned at any time except to the extent that action has been taken in reliance here on, and if not earlier revoked. It shall be terminated 90 days from the date signed without expressed revocation.

Exception: Exchange of information is valid while the case is active, but not to exceed 1 year.

To decline access of your vaccination records by the AGH Advanced Learning Center please sign below, if you do not wish to decline, please leave blank.

Student Signature: _____ Date: _____

Staff Signature: _____ Date: _____

This information has been disclosed to you from records whose confidentiality is protected by federal law. Federal regulations (42 CFR Part 2) prohibit you from making any further disclosure of it without the specific consent of the person to whom

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it pertains, or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is not sufficient for this purpose.

STUDENT APPLICATION

Personal Data

Full Name: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Are you a citizen of the United States? _____

Have you ever been convicted of a felony? _____

Emergency Contact Information

Emergency Contact #1

Name: _____

Address: _____

Phone Number: _____

Relationship: _____

Emergency Contact #2

Name: _____

Address: _____

Phone Number: _____

Relationship: _____

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Education

Check Yes or No: Have you earned a high school diploma or GED? _____ Yes _____
No

Name of High School: _____

What year did you graduate high school? _____

Additional Information

Is English your primary language? _____

Check Yes or No: Do you have a valid driver's license? _____ Yes _____ No

Do you have any physical limitations for work / performing the duties required by a
medical assistant training program?

Work Experience

Company Name _____

Immediate Supervisor Name _____

Company Address _____

Job Title _____

Job Description _____

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Writing Sample

Describe why you have chosen to pursue training as a Certified Clinical Medical Assistant. In your response, explain how your personal experiences, skills, and values align with the responsibilities of a Medical Assistant. Why did you choose to apply for this course? How does this course align with your future career goals?

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal blue lines across its entire width. The lines are thin and consistent in color, set against a plain white background. There are no margins, text, or other markings present on the page.

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Application Tips:

1. Please make sure to read the application completely and fill out all necessary components.
2. If you have vaccination records outside of the state of New Mexico or wish to obtain your records on your own without the help of the AGH Advanced Learning Center, please obtain a copy of these records and attach them to the application packet for committee review.
3. Ensure that your application is completed with correct spelling and grammar as this can affect the decision on your application.
4. Turn in the application with letter of recommendation and copy of photo ID no later than Friday (07/31/2026) to the Artesia General Hospital HR department located at 702 N 13th street next to the Green Chile Cafe.
5. Applications will not be taken after the deadline so please make sure to complete the application ahead of the scheduled due date.
6. For any questions regarding the course please email tsalgado@artesiageneral.com.