Medical Assistant Apprenticeship Program

Frequently Asked Questions

Who is this apprenticeship program for?
This intensive program is ideal for candidates who are passionate about healthcare and thrive in a hands-on, real world learning environment with dedicated trainers. Candidates who are first-generation learners and face barriers to accessing education are encouraged to apply.

Do I need healthcare experience before starting the program?
No previous healthcare experience is needed. Our apprentices have varied professional backgrounds, each bringing a unique experience and perspective to the program.

Is everyone accepted into this program?
Ten candidates are selected for each cohort. We receive many more applications than spots available. A spot is not guaranteed if you apply.

When does this program start and how will I know when to apply?
Two cohorts are admitted per year. One cohort starts in winter/spring and the second in summer/fall. Dates vary each year. To receive information for upcoming cohorts and application deadlines, please complete a candidate interest form or scan the QR code at the end of this flyer. You will be added to the email list and will receive communication regarding our program as it becomes available.

What are the application requirements and process?
Applicants must have English language proficiency, be at least 18 years old, and have a high school diploma or GED. A job application link will become available a few months before each cohort starts. Applicants must apply electronically and record a short self-paced video answering a few basic interview-type questions. Selected applicants will be invited to live interviews. Applicants who accept a spot in the program are required to obtain American Heart Association Basic Life Support (BLS) certification prior to starting apprenticeship.

Is this a paid position? Will I receive benefits?
Apprentices are employed in full-time (40 hours/week), benefited positions. Benefits start day one of employment. Please visit the Providence Benefits site to learn more about the comprehensive benefits package offered, including health insurance options, retirement plans, and other caregiver perks.

Will I need to provide any of my own equipment?
Apprentices will need to purchase their own scrubs and a stethoscope. They will also need a watch with a second-hand or stopwatch function.

Who is going to train me in clinic?
Our preceptors, also known as trainers, have all received specialized training to work with MA apprentices. They are knowledgeable about the apprenticeship model, adult learning theory, curriculum, and clinical best practices.

Can I take time-off during the program?
Because of the short, intensive structure of the program, participants are expected to take minimal time-off. Any time-off must be approved.

What will my schedule be?
Apprentices typically work 8:00am-4:30pm Monday through Friday. Online coursework is done outside of these hours.

Where will I work?
A limited number of primary care and specialty care clinics have been selected and trained to teach apprentices. They are located in Multnomah, Clackamas, Washington, and Yamhill counties. Apprentices typically spend time at a total of 5 different clinics during their training and must be.

Where and how do I attend class?
The apprenticeship coursework is delivered online. For the first 17 weeks of the program, there are two required live evening class sessions per week, as well as additional assignments, quizzes, simulations, and small group work. This averages about 10-15 hours of work outside of clinic. Clinical experience is achieved in our ambulatory clinics.

What are the graduation requirements?
Apprentices must complete 1,000 hours of on-the-job clinical training, complete 180 hours of online coursework, and be eligible to sit for the NHA CCMA exam. The 180 hours of online coursework is completed outside of work and is unpaid. Coursework can be completed using a variety of mobile devices, including a smartphone.

Is a job guaranteed after graduation? Am I required to work for Providence after graduation?
After apprentices graduate from the program, they are required to work for Providence as an MA at a Portland area clinic for two years. Graduates will apply for jobs using our standard central hiring process. Jobs at specific clinic locations or clinic types are not guaranteed.

What happens if I don't complete the program or meet the two-year employment commitment?
If a caregiver terminates employment with Providence or terminates participation in the MA apprenticeship program prior to successful completion of the program, the caregiver agrees to reimburse Providence for the full cost of the training. A copy of the complete participation agreement will be available to applicants who are offered positions or upon request.

I have already completed an MA program or am in progress. Can I still apply?
This program is designed for candidates who have not completed any MA coursework or who have previous professional experience working as an MA.

Who do I contact for more information?
Scan the code QR code below to be added to the candidate interest list or contact:
Janna Bonofiglio | Administrative Manager MA Programs | janna.bonofiglio@providence.org
Samantha Gamble | Supervisor MA Programs | samantha.gamble@providence.org