

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 basic 9-panel urine drug test

Note: If prospective students fail the urine drug test, they may be disqualified from being accepted into our CCMA program, regardless of if they have a medical cannabis card. Most of our externship sites do not accept prospective CCMA students with medical cannabis cards.

- ☐ 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
- ☐ COVID shot
- ☐ Influenza (Flu) shot: due before first day or by mid-November

- ☐ 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
- ☐ First day of class _____

DATE