



Medical Assistant Certification Program

2024 – 2025 Program Guide

Program Overview:

The goal of the Medical Assistant (MA) Certification program is to provide financial support to Community Health Centers (CHCs) for Medical Assistants to advance in their careers by obtaining one of the certifications listed below. This program is available to all CHCs to use as a retention benefit by nominating existing Medical Assistants interested in certification to receive compensation for test prep materials and exam fees. Award amounts will be contingent upon the availability of funds.

Available MA Certification Programs:

- Certified Medical Assistant (CMA) Credential
- National Certified Medical Assistant (NCMA)
- Certified Clinical Medical Assistant (CCMA)
- Registered Medical Assistant (RMA) Credential

Please refer to the [Medical Assistant Certification Offerings Document](#) for additional information.

MA Staff Eligibility Requirements:

- The CHC must identify an MA that has been working at the CHC for more than three months.
- Selected MA must meet general certification criteria to be enrolled in this program.
- MA Certification Exam must be completed by **June 15, 2025**

CHC Requirements:

- As part of quarterly report submissions, the CHC must provide a completed [program budget template](#), **inclusive of a copy of the receipt(s) for the purchased study material(s) and exam fees.**

- NOTE: Reimbursements will be sent on a quarterly basis. Requests should not exceed the cost of the selected certification program fees and should be in accordance with the amount awarded to the CHC.
- The participating CHC must adhere to submitting the Quarterly Reporting Form to CapacityBuilding@massleague.org on the following dates:
 - Friday, January 3rd, 2025
 - Tuesday, April 1st, 2025
 - Monday, June 30th, 2025
- The CHC or Admin Lead must notify any changes during the MAs training period, including de-enrolling in a training program or inability to sit for exam by June 15th, 2025, to the Mass League within two weeks.

Request For Proposals (RFPs) can be completed using our [online application here](#). **Applications are open until Monday, October 21st**. Please direct quarterly reports, reimbursement requests, and program questions to CapacityBuilding@massleague.org. We thank you for your participation in this DPH funded grant opportunity and look forward to working with you.

Application URL:

<https://www.surveymonkey.com/r/MACertification>

MA Certification Offerings URL:

https://massleague.org/files/Medical_Assistant_Certification_Offerings.pdf