



Propel America Medical Assistant Apprenticeship

Information Guide - Fall 2025

Program Overview

The **Propel America Medical Assistant (MA) Apprenticeship** is a *tuition-free*, earn-and-learn training program designed to help launch young adults into a meaningful healthcare career. Through a combination of online instruction, in-person labs, paid on-the-job training, and career coaching, apprentices gain the skills and certification needed to succeed as Medical Assistants.

The program is designed for **opportunity youth** aged **18-24**, particularly those from low-income backgrounds with a high school diploma or GED (prior healthcare experience is a plus), and who are motivated to begin a career in healthcare.

Program Components

1. Tuition-Free Training & Certification

- Online instruction through Loyola Marymount University's online Medical Assistant program (approximately 6 months)
- Hands-on clinical skills labs
- Preparation for the **CCMA (Certified Clinical Medical Assistant)** exam through the National Health-career Association (NHA)

2. Paid Apprenticeship

- Apprentices are placed into **paid Medical Assistant apprenticeship roles** with member health centers of our trusted healthcare employer partner, **Community Clinic Association of Los Angeles County (CCALAC)**
- Apprentices continue skill-building while working under supervision at one of CCALAC's member health centers

3. Career Coaching

- Each Apprentice is paired with a **dedicated Propel Coach** who provides one-on-one support from enrollment through job placement
 - Apprentices will also participate in monthly professional development sessions focused on career readiness, communication, problem-solving, and goal-setting
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Eligibility Criteria

To be eligible for the Propel MA Apprenticeship, applicants must:

- Be **18–24 years old**
 - Have a **high school diploma or GED**
 - Be authorized to work in the U.S.
 - Be **interested in working full-time in healthcare**
 - Be able to commit to all components of the apprenticeship (on the job work and classwork)
 - Complete all application steps, including a **prescreen survey, interviews with Propel and the member health center, and center onboarding requirements (background check, etc.)**
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Candidate Profile (Opportunity Youth)

Propel screens candidates in our target population to look for skills in:

- Customer service
- Humility & openness to feedback
- Academic readiness
- Communication
- Empathy
- Critical thinking & problem solving

Opportunity youth include 18-24 years of age who are facing any one of the following:

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| • At risk of disconnecting or are disconnected from employment or the educational system | • Currently or formerly Pell eligible | • Residing in a high poverty census tract |
| • Unhoused | • Currently or formerly WIOA Youth or Adult eligible | • Formerly incarcerated |
| • Current or former foster youth | • Currently or formerly enrolled in a Title 1 School | • Youth parent |
| | | • Person with disability |
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Program Cost

\$0 Tuition for Apprentices – Earn as you learn!

- Propel America covers the cost of:
 - Online coursework & training materials
 - In-person labs
 - Career coaching and support
 - Participants will receive a **full wage during the apprenticeship** to help to offset expenses.
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Partner Employers & Career Commitment

Selected apprentices will be **matched with participating healthcare employers** in the Los Angeles region. Apprentices must commit to:

- **Full-time work as a Medical Assistant** during the apprenticeship
- Remaining employed for **at least 12 months post-completion** at your employer
- Participating in employer and Propel check-ins to support retention and career growth

Apprenticeship Sample Schedule

MONTH	TITLE	SAMPLE WAGE	MON	TUE	WED	THUR	FRI
1-6	MA Apprentice I	\$20.17/hr	MA Apprentice on Floor + RTI Coursework				
7-14	<i>Upon Passing Exam</i> Certified MA Apprentice	\$22/hr	Certified MA Apprentice on Floor				
Completed	Certified MA	MHC MA Rate	Regular FTE (Full-time Employee)				

Training & Employment

MONTH	TITLE	SAMPLE WAGE	MON	TUE	WED	THUR	FRI
1-6	MA Apprentice I	\$20.17/hr	8:00a - 4:30pm (8 hours) Clinical & Administrative Hours <i>(hands-on experience with patients, data entry, scheduling, answering phones)</i>	8:00a - 4:30pm (8 hours) Clinical & Administrative Hours <i>(hands-on experience with patients, data entry, scheduling, answering phones)</i>	8:00a - 4:30pm (8 hours) Clinical & Administrative Hours <i>(hands-on experience with patients, data entry, scheduling, answering phones)</i>	8:00a - 4:30pm (8 hours) Clinical & Administrative Hours <i>(hands-on experience with patients, data entry, scheduling, answering phones)</i>	8:00a - 4:30pm (8 hours) Related Technical Instruction (Certification Coursework) and Clinical Labs

- Propel apprentices will complete clinical & administrative tasks during the workweek while attending related coursework on Fridays for the first six months
- Apprentices will move to a full MA rate upon completion of apprenticeship and commit to a 1-year retention agreement
- **Wages are adjustable to the member health center but cannot start lower than \$20.17/hr**



Outcome & Certification

Graduates of the program will:

- ✓ Earn a **CCMA Certification** (National Healthcareer Association)
- ✓ Receive a **Propel America Apprenticeship Completion Certificate**
- ✓ Be eligible for **full-time MA employment** with partner employers and be retained at their placement site for 1-year post-completion
- ✓ Gain **1+ year of healthcare experience** for continued career advancement (ex., nursing, PA school, clinical leadership, etc.)

Apprentice Commitments

As a Propel Apprentice, you'll be expected to:

- Attend all required sessions, coaching check-ins, and labs
- Maintain professionalism during your apprenticeship
- Complete all coursework certification and training requirements
- Be an ambassador for the program by encouraging others to apply

Recruitment

In addition to recruitment by Propel America, member health centers can recommend candidates from their current staff who fit the candidate profile above. Entry level staff (administrative, CNA, PCT, dietary, etc.) are often great candidates and would be committing to the same retention agreement as other apprentices. Internal candidates should still apply through Propel and indicate their current employer in the "How did you hear about Propel?" question on the application.

Ready to Apply?

Visit www.propelamerica.org/apply to start your application today.