

AWARD OF CREDIT
by
VALENCIA COLLEGE

Certified Medical Administrative Assistant (CMAA) Certification
and
Medical Administration A.S. Degree

In a continuing effort to provide career ladder opportunities for students in career and technical education programs, Valencia College agrees to extend full college credit at no cost (other than the application for admission fee) to eligible students who have earned the CMAA Certification from the National Healthcareer Association.

COURSE EQUIVALENCY IN SPECIALIZED COURSES

| Industry Certification | Valencia College – Medical Administration - A.S. Degree |
|--|---|
| Certified Medical Administrative Assistant CMAA Certification (CMAA001) | OST 1257 Medical Terminology for the Office (3 credits) OST 2854 Microsoft Office (3 credits) OST 1355 Records Management & Legal Implications (3 cr) |

MAXIMUM AWARD OF CREDIT

This agreement makes it possible for a student to receive nine (9) semester hours of college credit for the CMAA Certification towards the A.S. degree in Medical Administration at Valencia College, which is in accordance with commonly accepted good practice in higher education.

ASSESSMENT AND COURSE EQUIVALENCY

Valencia’s faculty and staff with responsibility for the supervision and coordination of the Medical Administration A.S. degree program have reviewed and assessed the content and competencies covered in the certification for alignment of learning outcomes, and determined that the learning outcomes, performance standards and assessment procedures meet the college standards for college credit course work.

VALIDATION MECHANISM

The industry certification serves as the assessment for validating the competencies learned and the award of credit.

AWARD OF CREDIT PROCESS

To receive college credit for the certification identified, students must meet the following requirements:

AWARD OF CREDIT PROCESS (Cont.)


1. Apply for admission to Valencia College, declare a major in the aligned program and meet the College entrance requirements.
2. Satisfy the requirements for Degree-Seeking status, including submission of all official transcripts.
3. Complete orientation and comply with the appropriate placement, course prerequisites and requirements of the college.
4. Following enrollment at the College, student must meet with Valencia's Career Program Advisor and provide a current and valid copy of the required industry certification below.
 - **Required industry certification:** Certified Medical Administrative Assistant (CMAA) Certification from the National Healthcareer Association.
5. After verifying all of the required documentation that has been submitted, including the approved industry certification above (assessment), the Valencia Career Program Advisor or Program Chair for the aligned program will determine eligibility, and notify the Registrar's Office of acceptable credit to be awarded. (*Credit will be awarded after the drop/add date, and the evaluation process has been completed*).

TERMS OF AGREEMENT

This agreement applies to students who have earned the CMAA Certification. The agreement will be reviewed as needed, and it shall remain in effect until a need for revision is identified.

APPROVED:

Valencia College



Coleen Jones
Program Chair, Medical Administration
Valencia College

2/23/2021

Date