

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**Applied Technology Center (ATC) Committee**

**Thursday, February 15, 2018**

**SAU Office  
7:00 PM**

**MINUTES**

**Committee Members:**

- Dick Dunning
- Jim Fredrickson
- Stephan Morrissey (Chair)
- Pierce Rigrod

**Present:** Stephan Morrissey Dick Dunning, Jim Fredrickson, Pierce Rigrod, Myron Steere, John Reitnauer, Michelle Voto, Dr. Ann Forrest

**Stephan Morrissey called the meeting to order at 7:05 p.m.**

**1. Accept Minutes of December 14, 2017**

**Pierce Rigrod motioned to accept the minutes of December 14, 2017. Dick Dunning second.**

**Pierce Rigrod motioned to amend the minutes on page 2, "Pierce Rigrod suggested that the word could be shared with students such as those on our robotics teams and be supported by the manufacturers in the region by financial and technical resources.**

**Dick Dunning moved to accept the minutes as amended. Jim Fredrickson second. Unanimous.**

**2. Hitchiner Manufacturing**

Stephan Morrissey said that Hitchiner made some commitments; is there follow-up?

Michelle Voto reported that work to outline getting this program off the ground for the fall has taken place. 20 students have committed, of which four are female. We just received a gender equity grant. It was a competitive grant. It is important to understand that Nashua and Littleton have zero students in their program. It is huge that we have a full cohort of 20 students in the fall.

The students are in sophomore, junior and the senior class.

We are utilizing our woodworking instructor. In 2019/2020, we will have fewer woodworking offerings. There is the possibility to bring on a course in electricity/electrical.

Students completing will receive 150 of the 300 required hours in conjunction with Keene Community Education toward their apprenticeship program in manufacturing.

The second 150 hours might be completed through working with local industry. This all takes place beyond ConVal. Students will end up with transcribed credit when they leave.

This will cost the district almost nothing.

The only piece of machining needed is a milling machine; the work for this portion will take place at Graphicast. A machine will be sought for this purpose moving forward.

Michelle Voto shared a report from Graphicast about a current ConVal student who is working in an internship program there and the success he is having.

A copy of NH Apprenticeship Contacts – July 2017 was distributed.

### **3. 2018/2019 Programing and Future**

Michelle Voto reported that she and John Reitnauer have been working in conjunction with Monadnock Community Hospital to offer two tracks; a healthcare medical assistant apprenticeship program and a medical assistant certificate program. We are in conversation with several schools to see if we can offer the medical assistant program after the school hours and offer it to the public at ConVal. The certification is a CCMA. These individuals do more than an LNA; they would take vitals and draw blood. A MOU would develop if this should move forward. Seats would be available to ConVal students as well. Co-op based learning would allow them to receive a specific number of hours in class and complete the remainder with the co-op.

How was the manufacturing class advertised and filled? TASC talks, meeting with students, sharing information on the program with students, and working with guidance to show students what they are capable of. This is an opportunity. The team at the high school has done a great job letting students know what opportunities are available to them.

Dick Dunning shared the importance of sharing this information with incoming freshmen families. Another opportunity are those families who are attending financial aid night.

Pierce Rigrod suggested exposing students to a type of "job fair" to see products made by these companies as a draw to this work.

In addition, students pursuing these types of skills will improve their rank if they are also pursuing entering into the military.

Firefighter I and EMT students are currently underway taking courses.

Michelle Voto reported a reach out to Rodney Bartlett who is working in conjunction with Franklin Pierce University on a water treatment course. The possibility to hold classes at ConVal after hours was stated. Seats might be saved for ConVal students should this become a reality. Seats could be opened up to the public.

John Reitnauer reported work underway on an additional two grants.

### **4. Other**

None.

**Dick Dunning motioned to adjourn at 7:46 p.m. Jim Fredrickson second. Unanimous.**

Respectfully submitted,

Brenda Marschok



### ATC – Implementation of Manufacturing Program

**NH DOE - Program Name: Manufacturing Technology/Technician CIP: 150613**

**Instructor:**

- **No initial cost – There is one net Loss of one Woodworking class (Semester in length) – 15-students**

Current Schedule – (6) sections of woodworking

Proposed Schedule – (5) sections of woodworking and (1) section of new course – Manufacturing

2017 - 2018 Current Schedule		
	Semester 1	Semester 2
Block 1	Plan Period	Plan Period
Block 2	Wood 1 (15-Students)	Wood 2 (9-Students)
Block 3	Wood 2 (15-Students)	Wood 2 (12-Students)
Block 4	Wood 1 (15-Students)	Wood 1 (15-Students)

Tentative 2018-2019		
	Semester 1	Semester 2
Block 1	Manufacturing 1 (New Course)	Plan Period
Block 2	Plan Period	Wood
Block 3	Wood	Wood
Block 4	Wood	Wood

**Woodworking Lab:**

- **No initial Cost**

After an initial walk through of ConVal's Woodworking lab with Val Zanchuk on Wednesday-December-20, 2017 – Val stated that the current lab set up will work as is.

The only piece of machinery he recommended is a milling machine. For the next year or two, we could have our students learn that competency of milling on site at Graphhicast. This onsite education embeds the Work Based Learning (WBL) that is reinforced with CTE Programming. Val has also agreed when ConVal is ready for a milling machine to see if we could get one donated to ConVal from one of the local manufactures.

The current Roland CNC router machines located in Engineering can be used by Abe in the Manufacturing Program. This will also allow the blending of both programs within the context of engineering and manufacturing –the essential connections between the two industries.

### CTE - Manufacturing Advisory Board:

- **No Cost**

After a review of the Engineering Advisory board and speaking to Karen and other advisory members, we will join the Engineering and Manufacturing Advisory Boards together in one. Val and many of the other manufactures already sit on Karen's Engineering Advisory board.

### Transportation:

- **Added Cost Associated with Program = \$1,820.00**

There will be cost associated with busing. We need to get students onsite to the local manufactures. We are thinking about 14 site visits for the semester at a 5 % increase to the current rate of 123.76 per day.

<b>Transportation</b>		
	2017-2018	2018-2019
	123.76 / per day	130.00 /per day
Site Visits		14
Total Transportation Cost		\$ 1,820.00

### Supplies:

- **Added Cost Associated with Program = \$1,500.00**

Reviewing our current budget for supplies in woodworking at 4,500.00 and realize that we might need a buffer of 1,500.00 for additional supplies associated with the new program.

<b>Supplies (21-330-1310-10-610)</b>			
	2017-2018	2018-2019	
	\$ 4,500.00	\$ 6,000.00	
Net Increase of			\$ 1,500.00

### Repair and Maintenance:

- **Added Cost Associated with Program \$500.00**

We realize the costs incurred to bring a machine or tool back to an earlier condition might impact lab operations. We placed an increase of \$500.00 in the repair & maintenance line item to deal with any unforeseen breakdown of machinery.

<b>Repair &amp; Maintenance (21-330-1310-10-430)</b>			
	2017-2018	2018-2019	
	\$ 2,500.00	\$ 3,000.00	
Net Increase of			\$ 500.00

## **Proposed ConVal Manufacturing Courses**

### **Format – A three-semester program**

#### **Advanced Manufacturing Systems I** (1.0 Credit/1 Semester)

Students will learn about the history and importance of manufacturing to our local, state, and national economies, and how manufacturing is evolving in the 21<sup>st</sup> century. Through visits to local manufactures, students will gain an overview of manufacturing processes, business operations, and challenges facing manufacturers. Relying on these introductory views, students will begin exploring components of manufacturing: product design and development concepts, hand and machine tool operations, safe operating practices, quality systems, industrial process systems, and principles of lean manufacturing. Students will apply these skills to individual and group manufacturing projects. Specific skills and activities include:

- Computer aided design (CAD) concepts, design tolerances, measuring tools and industrial quality systems
- Manual and machine tool safety and operation
- Principles of lean manufacturing
- Data collection and data analysis as applied to manufacturing, including advancements and application of the Internet of Things
- Production system planning including layout, logistics, materials, and processes
- Students will apply skills to design and manufacture individual products. Working as teams, students will develop and manufacture a product to meet a student identified community need

#### **Advanced Manufacturing Systems 2** (1.0 Credit/1 Semester)

This course will enhance and deepen skills learned in Advanced Manufacturing Systems I. Students will gain additional skills in product costing, business operations, logistics and planning. Students may work with local manufacturers to develop and practice workplace skills and concepts.

(Prerequisite – Advanced Manufacturing Systems 1)

#### **Advanced Manufacturing Systems Internship** (1.0 Credit/1 Semester)

Students will further enhance their skills through a work-based learning internship with a local manufacturer. Under supervision of ConVal's teacher, students may combine classroom learning with the work experience. Students may extend the internship for additional credit.



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Antrim – Bennington – Dublin – Frankestown – Greenfield – Hancock – Peterborough – Sharon – Temple

## MANUFACTURING

2017-2018

2017-2018 (6 WOOD CLASSES)		
	Semester 1	Semester 2
Block 1	Plan Period	Plan Period
Block 2	Wood 1 (15-Students)	Wood 2 (9-Students)
Block 3	Wood 2 (15-Students)	Wood 2 (12-Students)
Block 4	Wood 1 (15-Students)	Wood 1 (15-Students)

2019-2020

2019-2020 (3 WOOD CLASSES & 2 Manufacturing I Class)		
	Semester 1	Semester 2
Block 1	Plan Period	Wood 1 (15-Students)
Block 2	Wood 1 (15-Students)	Plan Period
Block 3	Wood 2 (15-Students)	Manufacturing II
Block 4	Manufacturing I	Advanced Manufacturing Systems Internship

Hire new FTE Tech-Ed Teacher

Electricity / Electronics

Small Engines

Power Mechanics

2018-2019

2018-2019 (5 WOOD CLASSES & 1 Manufacturing I Class)		
	Semester 1	Semester 2
Block 1	Manufacturing I	Wood 1 (15-Students)
Block 2	Wood 1 (15-Students)	Wood 2 (9-Students)
Block 3	Wood 2 (15-Students)	Wood 2 (12-Students)
Block 4	Plan Period	Plan Period

2020-2021

2020-2021 (3 WOOD CLASSES & 3 Manufacturing I Class)		
	Semester 1	Semester 2
Block 1	Wood 1 (15-Students)	Wood 1 (15-Students)
Block 2	Wood 1 (15-Students)	Plan Period
Block 3	Plan Period	Manufacturing II
Block 4	Manufacturing I	Advanced Manufacturing Systems Internship



# **Machining Apprenticeship** **Articulation Agreement**

## **Between**

**Secondary Schools:** Sugar River Valley RTC – Claremont, Claremont, NH  
Mt. Washington Valley Career Tech Center, North Conway, NH  
Cheshire Career Center, Keene, NH  
J. Oliva Huot Technical Center, Laconia, NH  
Milford HS & Applied Technology Center, Milford, NH  
Nashua Technology Center, Nashua, NH  
R.W. Creteau Regional Technology Center, Rochester, NH  
Lakes Region Technology Center, Wolfeboro, NH  
Region 14 Applied Technology Center, Peterborough, NH

**Secondary Program:** Machine Shop Technology/Assistant

## **And**

**Postsecondary:** NH Department of Education Sponsored Evening Apprentice Programs at:

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Keene Community Education, Keene, NH

**Postsecondary Program:**



## General Expectations

### **Postsecondary Program Responsibilities:**

- Provide staff to assist with student/parent orientation
- Offer the opportunity for student visits to the evening Machining Apprentice Program.

### **Secondary School Responsibilities:**

- Provide a program that integrates academic and vocational-technical education
- Expose students to career options and opportunity available for articulation with the Postsecondary Machining Apprenticeship Program
- Provide counseling for students and parents interested in postsecondary education
- Coordinate with Postsecondary Machining Apprenticeship Related Instruction Program faculty to align curriculum.

### **Student Responsibilities:**

- Successfully complete the two year (4 semester) Machining Technology secondary program
- Maintain no less than a 2.0 average in electrical course work.
- Pass Algebra I with a 70% or higher

### **Terms and Conditions:**

- After graduating from high school, the student will be eligible to apply for admission to the evening Postsecondary Machining Apprentice Program.
- Students completing the high school Machining Technology Program will receive credit for **150 hours of Year I** of the Postsecondary Machining Apprentice Program when the following criteria are met:
  - a. Students provide a copy of their high school transcript **or** a letter of recommendation from their secondary school electrical instructor when registering for the Postsecondary Machining Apprentice Program, and
  - b. The transcript and/or letter shows a grade point average of 2.0 or higher in Machining Technology course work and a passing grade of 70% or higher in Algebra I.

**Note #1:** Postsecondary Machining Apprenticeship Related Instruction Programs **ONLY** register students in August.

**High School Courses:**

1.
2.

These two courses must cover all of the Core Competencies and Standards approved for the State of New Hampshire Secondary Machining Technology Programs in 2009.

**First Year Postsecondary Apprenticeship Related Instruction:**


## Signatures

\_\_\_\_\_  
NH Department of Education  
Administrator, Career Development Bureau  
Eric Feldborg

\_\_\_\_\_  
Region 14 Applied Technology Center  
CTE Director  
John Reitnauer

\_\_\_\_\_  
Keene Community Education, Keene, NH  
Program Director  
Janice Barry

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

This agreement is in effect until such a point as any partner is unwilling or unable to fulfill the terms. Any major changes to any school's curriculum will call for review and update of this agreement.

## NH APPRENTICESHIP CONTACTS – July 2017

### STATE AND FEDERAL AGENCY CONTACTS

**NH Department of Education**  
<http://www.education.nh.gov>

**Office of Apprenticeship**  
Jennifer Kiley  
21 South Fruit St. Suite 20  
Concord, NH 03301  
(603) 271-3535; Fax (603) 271-4079  
[Jennifer.Kiley@doe.nh.gov](mailto:Jennifer.Kiley@doe.nh.gov)

**Veterans' Education Services**  
James A Margeson IV  
NH Department of Education  
101 Pleasant St, Rm. 112  
Concord, NH 03301  
(603) 271-8508; Fax: (603) 271-2696  
[James.MargesonIV@doe.nh.gov](mailto:James.MargesonIV@doe.nh.gov)

**US Department of Labor**  
<http://www.dol.gov/OA>  
Lauren Smith, State Director  
(603) 225-1444  
[Smith.Lauren.m@dol.gov](mailto:Smith.Lauren.m@dol.gov)  
Wynn Young, A.T.R.  
(603) 225-1446  
[young.wynn.b@dol.gov](mailto:young.wynn.b@dol.gov)  
Employment and Training  
Administration/Office of Apprenticeship  
Cleveland Federal Building,  
Rm. 3503  
55 Pleasant St., Concord, NH 03301  
Fax (603) 226-7761

**Mechanical Safety and Licensing**  
Jenn Ducelette  
110 Smokey Bear Blvd  
Concord, NH 03301  
(603) 223-4289; fax (603) 223-4295  
[Mechanical.Info@dcs.nh.gov](mailto:Mechanical.Info@dcs.nh.gov)  
<http://www.nh.gov/safety/divisions/firesafety/building/mechanical/index.html>

**NH Electricians' Board, Office of  
Professional Licensure and  
Certification**  
Pamela Olin  
121 S Fruit Street  
Concord, NH 03301  
(603) 271-2219  
[Pamela.olin@nh.gov](mailto:Pamela.olin@nh.gov)  
<https://www.oplc.nh.gov/electricians/apprenticeship.htm>

**Department of Safety**  
Jeffrey B. Cyr  
Chief Mechanical Inspector  
33 Hazen Drive  
Concord, NH 03305  
(603) 223-4314, fax (603) 223-4295  
[Jeffrey.cyr@dcs.nh.gov](mailto:Jeffrey.cyr@dcs.nh.gov)

**OSHA 10**  
<http://www.careersafeonline.com>

### STATE-SPONSORED APPRENTICESHIP RELATED INSTRUCTION PROGRAMS

**ALVIRNE HIGH SCHOOL:** (Electrical 1-4 only) Caryn Noonan, director, 200 Derry Rd, Hudson, NH 03051. PH: (603) 886-1260 x2565; Fax (603) 595-1513; [cnoonan@sau81.org](mailto:cnoonan@sau81.org)

**DOVER SCHOOL OF TECHNOLOGY:** (Electrical and Plumbing) Scott Duprat, coordinator, and Janet Mason, assistant, 25 Alumni Drive, Dover, NH 03820; PH: (603) 516-4700; Fax (603) 516-6975; [s.duprat@dover.k12.nh.us](mailto:s.duprat@dover.k12.nh.us) and [J.Mason@dover.k12.nh.us](mailto:J.Mason@dover.k12.nh.us)

**KEENE COMMUNITY EDUCATION:** (Electrical, Machining, and Plumbing) Janice Barry, director, and Cindy Osgood, 227 Maple Ave., Keene, NH 03431. PH: (603) 357-0088 x103; Fax (603) 357-9070; [jbarry@sau29.org](mailto:jbarry@sau29.org) and [cosgood@sau29.org](mailto:cosgood@sau29.org)

**LACONIA ADULT EDUCATION:** (Electrical and Plumbing) Chris Ennis, director and Mylene Migneault, 345 Union Ave., Laconia, NH 03246. PH: (603) 524-5712; Fax (603) 524-0647; [cennis@laconiaschools.org](mailto:cennis@laconiaschools.org) and [mmigneault@laconiaschools.org](mailto:mmigneault@laconiaschools.org)

**MANCHESTER SCHOOL OF TECHNOLOGY (MST):** (Electrical and Plumbing) Barbara Gardner, Director of Adult and Community Learning, 521 Maple St, Manchester NH 03104, (603) 703-2036; Wanda Fratus, Apprenticeship Supervisor (603) 628-6144; Louise Boutin, Apprenticeship Program Administrative Assistant (603) 628-6144  
[bgardner@mansd.org](mailto:bgardner@mansd.org), [wfratus@mansd.org](mailto:wfratus@mansd.org), and [lboutin@mansd.org](mailto:lboutin@mansd.org)

### ADDITIONAL PROVIDERS OF APPRENTICESHIP RELATED INSTRUCTION

**Community College System of New Hampshire** (Electrical only) [www.ccsnh.edu](http://www.ccsnh.edu)

**Granite State Trade School, LLC.** (Plumbing & HVAC) 420 Old Manchester Road, Raymond, NH 03077; Contact Jim Fusco at [FSTS@fairpoint.net](mailto:FSTS@fairpoint.net) or (603) 895-4444; Fax (603) 895-3444; Cell (603) 396-5577; [www.granitestatetradeschool.com](http://www.granitestatetradeschool.com)

**IBEW Local Union 490 JATC**, 48 Airport Road, Concord, NH 03301; Contact Jonathan Mitchell, Training Director at [jmitchell@ibew490.org](mailto:jmitchell@ibew490.org) or (603) 226-3964; Fax (603) 224-0247

**NH Plumbers & Pipefitters UA Local 131** 161 Londonderry Tpke, Hooksett, NH 03106; Contact Jesse Torosian, Training Coordinator at [jate@ualu131.org](mailto:jate@ualu131.org) or call (603) 669-7516; Fax (603) 296-0718 website <http://ualu131.org/>

**NH School Of Mechanical Trades** (Plumbing & Electrical) 7 Perimeter Rd., Manchester, NH 03103. (603) 622-6544. [www.nhtradeschool.com](http://www.nhtradeschool.com) Contact Dean Millard

**Vermont Technical College** (electrical and plumbing). To register for apprenticeship classes contact Judy Bourbeau with the Vermont Department of Labor at [Judy.Bourbeau@state.vt.us](mailto:Judy.Bourbeau@state.vt.us) or call (802) 828-5250.

### APPROVED DISTANCE LEARNING PROGRAMS ELECTRICAL

**PENN FOSTER**, (State of NH Electrician Apprentice Program), Christopher Whitehair  
Phone: (800) 778-9774; Email: [caw@atlanticbb.net](mailto:caw@atlanticbb.net) or [chris@industrialskillsedu.com](mailto:chris@industrialskillsedu.com);  
Website: [www.industrialskillsedu.com](http://www.industrialskillsedu.com)

### PLUMBING

**PLUMBING, HEATING, COOLING CONTRACTORS ASSOCIATION (PHCC)**  
(Please note: An employer must receive approval for an apprentice to attend distance learning through the State Apprenticeship Advisory Council at the US Dept. of Labor.)

Maureen Vasquez, 180 S. Washington St, Falls Church, VA 22046  
Phone: (800) 533-7694 x881; Email: [vasquez@naphcc.org](mailto:vasquez@naphcc.org); Website: [www.phccweb.org](http://www.phccweb.org)

## Evening Program Locations

<p>Alvirne High School <u>Driving Directions</u></p> <p><i>(Electrical 1-4 only)</i></p> <p>Caryn Noonan Wilbur H. Palmer Vocational Center 200 Derry Road Hudson, NH 03051 (603) 886-1260 ex 2565 Fax (603) 595-1513 <a href="mailto:cnoonan@sau81.org">cnoonan@sau81.org</a></p>	<p>Laconia Adult Education <u>Driving Directions</u></p> <p><i>(Electrical and Plumbing)</i></p> <p>Christopher Ennis or Mylene Migneault Laconia High School, Adult Education Office 345 Union Avenue Laconia, NH 03246 (603) 524-5712 Fax (603) 524-0647 <a href="mailto:cennis@laconiaschools.org">cennis@laconiaschools.org</a> <a href="mailto:mmigneault@laconiaschools.org">mmigneault@laconiaschools.org</a></p>
<p>Dover High School <u>Driving Directions</u></p> <p><i>(Electrical and Plumbing)</i></p> <p>Scott Duprat 25 Alumni Drive Dover, NH 03820 (603) 516-4700 Fax (603) 516-6975 <a href="mailto:S.Duprat@dover.k12.nh.us">S.Duprat@dover.k12.nh.us</a> <a href="mailto:DHS.journeyman@dover.k12.nh.us">DHS.journeyman@dover.k12.nh.us</a></p>	<p>Hugh J. Gallen Career &amp; Technical Center <u>Driving Directions</u></p> <p><i>(Electrical, Machining, and Plumbing)</i></p> <p>Erica Antonucci or Al Smith 159 Oak Hill Avenue Littleton, NH 03561 (603) 444-4712 or (603) 444-5186 x2216 Fax (603) 444-0167 <a href="mailto:EAntonucci@unionbanknh.com">EAntonucci@unionbanknh.com</a> <a href="mailto:asmith@littletonschools.org">asmith@littletonschools.org</a></p>
<p>Keene Community Education <u>Driving Directions</u></p> <p><i>(Electrical, Machining, and Plumbing)</i></p> <p>Janice Barry or Cindy Osgood Keene Community Education 227 Maple Avenue Keene, NH 03431 (603) 357-0088 ex 103 Fax (603) 357-9070 <a href="mailto:jbarry@sau29.org">jbarry@sau29.org</a> <a href="mailto:cogood@sau29.org">cogood@sau29.org</a></p>	<p>Manchester School of Technology (MST) <u>Driving Directions</u></p> <p><i>(Electrical, Machining, and Plumbing)</i></p> <p>Barbara Gardner or Wanda Fratus 530 South Porter Street Manchester, NH 03103 (603) 628-6144 Fax (603) 628-6146 <a href="mailto:bgardner@mansd.org">bgardner@mansd.org</a> <a href="mailto:wfratus@mansd.org">wfratus@mansd.org</a></p>



**Home** > **Academics** > **Academic Programs** > Medical Assistant

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**Medical Assistant Certificate**  
**Mission Statement and Program**  
**Outcomes**

For more information about this program, please contact **Lisa Gould**. 603-542-7744 x5428.

**What is a Medical Assistant?**

The Medical Assistant (MA) is an essential link between the physician and patient, providing support services in a variety of skill areas. The Medical Assisting program includes instruction in patient care procedures, basic laboratory techniques, and administrative skills. A medical assistant is an integral member of the health care delivery team. The many different roles that are assumed in the medical assisting profession assure a fast-moving and challenging career.

**What is a CMA (AAMA)?** The CMA (AAMA) credential designates a **medical assistant** who has achieved certification through the Certifying Board of the American Association of Medical Assistants (AAMA).

The CMA (AAMA) is becoming the allied health professional of choice for ambulatory health care delivery settings. Many employers of allied health personnel prefer, or even insist, that their medical assistants are CMA (AAMA) certified.

**CMA (AAMA) Education - The CMA (AAMA) is the only medical assisting certification that requires graduation from a**

**Course Requirements**

This program of study is designed for a full-time student who completes all requirements within 3 semesters. This plan will vary for any student who has transfer credits, or who plans on completing the program over a period greater than 3 semesters. Please consult with your program director for additional information.

ID	Title	Class	Lab	Credits
<b>Spring Semester</b>				
<b><u>ALHT102R</u></b>	Medical Terminology - offered fall and spring	3	0	3
<b><u>ALHT166R</u></b>	Legal and Ethical Issues in Health Care - offered fall and spring	3	0	3
<b><u>PSYC101R</u></b>	Introduction to Psychology - offered every semester	3	0	3
<b>Summer Semester</b>				
<b><u>SCI103R</u></b>	Human Biology - (Accuplacer reading score min of 70 required) - Offered every semester	4	0	4
<b><u>BCPT101R</u></b>	Introduction to Computer Applications - offered every semester	2	3	3
<b>Fall Semester (only offered in the fall)</b>				
<b><u>ALHT101R</u></b>	Communications for the Allied Health Professional	3	0	3



postsecondary medical assisting program accredited by an accrediting body recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

**CAAHEP or ABHES Accreditation** - Only graduates of medical assisting programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES) are eligible to take the **CMA (AAMA) Certification Examination**.

#### Where CMA's work:

- Hospitals
- Partnerships/Group Practices
- Surgical Specialties
- Podiatrists
- Chiropractors
- Optometrists
- Dentists
- Outpatient Clinics
- Diagnostic Labs

**In Demand** - Medical assisting is one of the nation's fastest growing careers, according to the United States Bureau of Labor Statistics, attributing job growth to the following:

- Predicted surge in the number of physicians' offices and outpatient care facilities
- Technological advancements
- Growing number of elderly Americans who need medical treatment

<b><u>ALHT110R</u></b>	Pharmacology (ALHT101R, ALHT102R, ALHT130R)	3	0	3
<b><u>ALHT121R</u></b>	Medical Office Practice I (ALHT101R, ALHT102R)	2	3	3
<b><u>ALHT130R</u></b>	Clinical Procedures I (SCI103R ALHT101R, ALHT102R)	3	3	4
<b>Spring Semester (only offered in the spring)</b>				
<b><u>ALHT126R</u></b>	Introduction to Laboratory Procedures# (ALHT130R, ALHT135R)	2	3	3
<b><u>ALHT124R</u></b>	Medical Office Practice II (ALHT121R)	2	3	3
<b><u>ALHT135R</u></b>	Clinical Procedures II (ALHT130R)	3	0	3
<b><u>ALHT190R</u></b>	MA Practicum (160 hrs) (All MA courses completed or in progress)	0	0	3
<b><u>ALHT192R</u></b>	MA Senior Seminar (All MA courses completed or in progress)	0	0	1

Prerequisite & Co-requisites are listed in parentheses. Program of Study is subject to change.

#Students who have completed PHBC110R or a certified Phlebotomy course or sufficient experience as a Phlebotomist and have the permission of the instructor and their Program Director may take Introduction to Lab Procedures (Bridge) - ALHT127R course in lieu of Introduction to Laboratory Procedures - ALHT126R. Speak to your Program Director directly for advising.

Employment of medical assistants is projected to grow 23 percent from 2014 to 2024, much faster than the average for all occupations. For more information on Employment and Wages- <http://www.bls.gov/ooh/healthcare/medical-assistants.htm>

**Job Responsibilities-** Medical assistants are cross-trained to perform administrative (refer to **Medical Administrative Assistant** Program) and clinical duties. Duties vary from office to office depending on location, size, specialty, and state law.

**Clinical Duties** (may include, but not limited to):

- Taking medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during exams
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets
- Preparing and administering medications as directed by a physician
- Authorizing prescription refills as directed
- Drawing blood
- Taking electrocardiograms
- Removing sutures and changing dressings

### **Admission Requirements**

- Meet the college requirements for admission
- Minimum Accuplacer score for course registration: SCI103 Human Biology - Reading Score 70

### **Program Requirements**

1. Have manual dexterity, hearing, and visual abilities, to meet technical standards for a medical assisting career.
2. Participate in a personal interview with the Program Director.
3. Students will be required to submit a criminal background check and a drug screening to attend the MA Practicum.

The River Valley Community College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB)."