



# Medical Assistant Eligibility Criteria

## CHOOSE YOUR PATHWAY

There are multiple pathways to become eligible for the NCMA exam. Select the pathway that describes your situation:

### Current High School Student

Current student or graduate within the past five (5) years of a Medical Assistant program from an NCCT-authorized high school.

- You must be a current student or have graduated within the past five (5) years.
- Upon graduation you must submit a copy of your Medical Assistant diploma or certificate of completion. (If career pathway courses are listed on your high school transcript, the official signed transcript will be required.)
- All required documents must be submitted within two (2) years of program completion to earn full certification.
- Current high school students receive a provisional certification when receiving a passing score. Full certification will be granted when all required documents are received.

### Current Student Pathway

Currently enrolled in a postsecondary Medical Assistant program at an NCCT-authorized school. This includes the U.S. Department of Labor Registered Apprenticeship programs.

- You must be a United States high school graduate or hold equivalent credentials (e.g., GED).
- You must submit a copy of your Medical Assistant diploma, certificate of completion, or official signed transcript with graduation date.
- Current students may test before submitting required graduation documentation; however, all documentation must be submitted within two (2) years of program completion.

### Graduate Pathway

Graduate of a postsecondary Medical Assistant program from an NCCT-authorized school within the past five (5) years. This includes the U.S. Department of Labor Registered Apprenticeship programs.

- You must be a United States high school graduate or hold equivalent credentials (e.g., GED).



- You must submit a copy of your Medical Assistant diploma, certificate of completion, or official signed transcript with graduation date.

**NOTE:** All required documents must be submitted prior to testing.

### Experience Pathway

One (1) year of verifiable full-time experience as a Medical Assistant within the past five (5) years.

- You must submit a copy of your United States high school diploma or equivalent credentials (e.g., GED).
- You must submit a Medical Assistant Certification Qualification by Experience form completed by your employer, verifying one (1) year of full-time employment (or equivalent, 2080 hours) as a Medical Assistant under the direct supervision of a certified/licensed physician or primary care provider within the past five (5) years.

### Military Pathway

Completion of a Medical Assistant program or its equivalent during U.S. Military service within the past five (5) years.

- You must be a United States high school graduate or hold equivalent credentials (e.g., GED).
- You must provide a copy of a SMART transcript or DD214 indicating you have successfully completed a formal medical services training program of the United States Armed Forces relating to the discipline for which you are testing. The DD214 or SMART transcript must be current within the past five (5) years.