Medical Office Assistant Eligibility Criteria



CHOOSE YOUR PATHWAY

There are multiple pathways to become eligible for the NCMOA certification exam. *Note: All required work experience must be obtained within the United States or its territories.* Select the pathway that describes your situation:

High School Pathway

Current student or graduate within the past five (5) years of a Medical Office Assistant program at 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 Office 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 Office 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 Office 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 Office 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 Office Assistant diploma, certificate of completion, or official signed transcript with graduation date.
  NOTE: All required documentation must be submitted prior to testing.

Experience Pathway

One (1) year of verifiable full-time experience as a Medical Office 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 your employer/supervisor's contact information for an electronic employment verification.
- Your employer/supervisor must verify your employment and competency in the require Medical Office Assistant skills. Please review the NCCT Experience Pathway Requirements Guide before applying.

Military Pathway

Completion of a Medical Office Assistant training 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 successful completion of 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 and training completed within the past five (5) years.