

# ▲ Medical Office Assistant Eligibility Criteria

## CHOOSE YOUR ROUTE

There are **FIVE (5)** routes of eligibility to take the **NCMOA exam**. Select your route of eligibility from the following:

### 1. Current High School Student

Are you a **CURRENT** High School Student in a Medical Office Assistant program from an NCCT (authorized) school?

- You must be a United States high school student.
- Upon obtaining a passing score on the National Certified Medical Office Assistant certification exam, will receive a provisional certification.
- Upon graduation, you must submit a copy of your Medical Office Assistant diploma, certificate of completion, or official (signed) transcript with graduation date to obtain full certification.
- All required documents must be submitted within **TWO (2)** years after graduation in order for your full certification to be released.

### 2. Current Non-High School Student

Are you a **CURRENT** Non-High School Student in a Medical Office Assistant program from an NCCT (authorized) school?

- 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 to obtain full certification.
- All required documents must be submitted within **TWO (2)** years after successful program completion in order for your certification to be released.

### 3. Graduate

Are you a **GRADUATE** from a Medical Office Assistant program from an NCCT (authorized) school within the past **FIVE (5)** years?

- 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 signed transcript with graduation date. This includes U.S. Department of Labor Registered Apprenticeship programs.

### 4. Experience

You have **ONE (1)** year of verifiable full-time experience as a Medical Office Assistant practitioner within the past **FIVE (5)** years.

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

**NOTE:** Working as an instructor is not equivalent to working as a practitioner.

### 5. Military

Have you completed Medical Office Assistant training 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.

