



Medical Assistant Eligibility Criteria

CHOOSE YOUR ROUTE

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

1. Current High School Student

Are you a **CURRENT** High School Student in a Medical 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 Assistant certification exam, you will receive a provisional certification.
- Upon graduation you must submit a copy of your Medical 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 certification to be released.

2. Current Non-High School Student

Are you a **CURRENT** Non-High School Student in a Medical 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 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 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 Assistant diploma, certificate of completion, or transcript with graduation date. This includes U.S. Department of Labor Registered Apprenticeship programs.



4. Experience

You have one year of verifiable full-time experience as a Medical 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 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 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 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.