

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

MEDICAL ASSISTING #4125

Prepared by the Office Career and Technical Education

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INTRODUCTION

The following information is provided by the Department of Education to serve as a self-evaluation guide for individuals interested in applying for a career and technical education teaching certificate in the State of New Jersey using the alternate route program. The guide provides information about eligible degrees, employment experience, and self-employment experience that can be used to apply for a certificate. It also contains information regarding required state-issued licenses or credentials, when applicable. Note that this guide is not meant to be used to determine actual eligibility to apply, and it does not contain all of the requirements for an actual certificate application. For complete application information, visit the Office of Licensure and Credentials website at <http://www.nj.gov/education/educators/license/>. **Individuals who do not hold the required credentials listed on this detail page should consult Part F: Other Credentials.**

PART A: CAREER AND TECHNICAL EDUCATION CERTIFICATE AND PROGRAM

The holder of a **Medical Assisting Career and Technical Education Certificate #4125** issued by the New Jersey Department of Education is eligible to teach in the following secondary career and technical education program offered by public school districts in the State of New Jersey:

- ***Medical/Clinical Assistant Program, CIP Code #510801:*** *A program that prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures.*

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PART B: REQUIRED STATE-ISSUED OCCUPATIONAL LICENSE OR CREDENTIAL

Currently, there are no State-issued occupational licenses or credentials required for this teaching certificate.

PART C: APPLICATION FOR CERTIFICATE USING A DEGREE

Option 1: Bachelor's degree or higher

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application. The requirements include the following:

- Possession of an eligible degree and an eligible grade point average (GPA)
- Successful completion of an examination in physiology, hygiene and substance abuse issues
- Successful completion of a 24-hour introduction to teaching course

Requirements:

1. Applicants must submit the following:

- (a) An official, sealed copy of their transcript(s) for a bachelor's degree or higher in a Department-approved subject area for the certificate. Applicants must have completed at least 30 credits in a coherent sequence of courses in the subject area from a regionally accredited college or university. Approved subject areas include the following:

- *Nursing**
- *Medical Assistant*

***NOTICE:** Individuals with a four-year degree in nursing are encouraged to apply for the Health Occupations Certificate #4124, which permits the holder to teach this and other health-related occupations.

***NOTICE:** Applicants for using a nursing degree must submit a copy of a current New Jersey Registered Professional Nurse License* issued by the New Jersey State Board of Nursing as per Board of Nursing Laws and Regulation, N.J.S.A. 45:11-23 and N.J.A.C. 13:37. New Jersey State Board of Nursing website:
<http://www.njconsumeraffairs.gov/nursing/>.

***NOTICE:** Individuals holding a license issued by a state, county, municipality or government agency other than the New Jersey State Board of Nursing will not meet the requirements of this section. Applicants must obtain the above-referenced New Jersey license listed above prior to applying to the New Jersey Department of Education for a Health Occupations Career and Technical Education Certificate.

- (b) The applicant's GPA must be 2.75 or higher. Applicants with a bachelor's degree or higher who graduate on or after September 1, 2004, with a GPA that is below 2.75 in

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a four-year degree program, but at least 2.50 when a GPA of 4.00 equals an A grade, are eligible to apply for the career and technical education certificate by submitting evidence of a minimum of two years (4,000 hours) of full-time or part-time employment as a licensed registered nurse. Employment experience must be documented as per the requirement of 1 (a) – (c) in **PART D**, below.

2. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to *N.J.A.C. 6A:9-5.9*, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in areas such as biology, health or nutrition. To obtain details regarding this examination, contact a county office of education: <http://www.state.nj.us/education/counties/>
3. Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management, lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the section titled, “New Requirement for Certificate of Eligibility,” on the following website: <http://www.nj.gov/education/educators/license/advisories/applicant.htm>

Option 2: Associate’s degree

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application. The requirements include the following:

- Possession of an eligible degree and an eligible grade point average (GPA)
- Possession and documentation of an eligible employment experience
- Successful completion of an examination in physiology, hygiene and substance abuse issues
- Successful completion of a 24-hour introduction to teaching course

Requirements:

1. Applicants must submit the following:
 - a) An official, sealed copy of their transcript(s) for a bachelor’s degree or higher in a Department-approved subject area for the certificate. Applicants must have completed at least 30 credits in a coherent sequence of courses in the subject area from a regionally accredited college or university. Examples of approved subject areas include the following:
 - *Licensed Practical Nurse**
 - *Medical Office Assistant*
 - *Medical Assisting*

***NOTICE:** Applicants using a licensed practical nurse degree must submit a copy of a current Practical Nurse License issued by the New Jersey State Board of Nursing as per Board of Nursing Laws and Regulation, N.J.S.A. 45:11-23, N.J.A.C. 13:37.

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New Jersey State Board of Nursing website:

<http://www.njconsumeraffairs.gov/nursing/>

***NOTICE:** Individuals holding a Practical Nurse License issued by a state, county, municipality or government agency other than the New Jersey State Board of Nursing will not meet the requirements of this section. Applicants must obtain the license prior to applying to the New Jersey Department of Education for a **Medical Assisting Career and Technical Education Certificate #4125**.

- b) The applicant's GPA must be 2.75 or higher. Applicants who's GPA is less than 2.75 cannot use a degree to apply for this certificate. In such cases, applicants must apply using four years of employment experience* in accordance with the requirements of 1(a) – (c) in **Part D**, below.

***NOTICE:** Applicants who are licensed practical nurses and whose degree does not meet the GPA requirement will submit evidence of at least four years (8,000 hours) of employment experience working as a practical nurse license in the state where the employment experience took place.

2. Applicants using an associate's degree *other than nursing* must also submit evidence of a minimum of two years (4,000 hours) of full-time or part-time employment* in an eligible occupational area as per the requirements of 1(a) – (c) of **Part D**.

***NOTICE:** Applicant who are licensed practical nurses will submit evidence of at least two years (4,000 hours) of full-time or part-time employment experience working as a practical nurse license in the state where the employment experience took place.

3. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to N.J.A.C. 6A:9-5.9, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in areas such as biology, health or nutrition. To obtain details regarding this test, contact a county office of education: <http://www.state.nj.us/education/counties/>
4. Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management, lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the section titled, "New Requirement for Certificate of Eligibility," on the following website: <http://www.nj.gov/education/educators/license/advisories/applicant.htm>

PART D: APPLICATION FOR CERTIFICATE USING EMPLOYMENT EXPERIENCE

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application. The requirements include the following:

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- Possession and documentation of eligible employment experience*
- Successful completion of an examination in physiology, hygiene and substance abuse
- Successful completion of a basic skills assessment (PRAXIS I® exams)
- Successful completion of a 24-hour introduction to teaching course

NOTICE:** The New Jersey Department of Education uses the federal Occupational Information Network (O*NET) as its standard for determining eligible employment experience. O*NET lists the following additional applicable job titles for the ***Medical Assisting Career and Technical Education Certificate #4125: *Medical Assistant, Certified Medical Assistant (CMA), Certified Medical Assistant (CMA), Doctor's Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Outpatient Surgery Assistant.*

Requirements:

1. Applicants must submit evidence of at least four years (8,000 hours) of eligible employment in one or more of the job titles identified above.
 - a) The eligible employment experience must be within 10 years of the date of the application submitted to the New Jersey Department of Education. Employment experience that is older than 10 years will not be accepted.
 - b) The eligible employment experience must be documented by the applicant's employer(s) using the Department of Education's Statement of Employment Experience form. If the applicant's eligible employment experience was obtained from more than one employer during the period of time for which eligible hours will be calculated, then a separate Statement of Employment Experience form must be completed by each employer. Employment experience submitted in any other format will not be accepted. Applicants may download the Statement of Employment Experience form from the Department of Education's website at the following link: http://www.nj.gov/education/educators/license/forms/voc_employer_experience.pdf
 - c) The employer(s) completing a Statement of Employment Experience form(s) will comment on the applicant's work performance and safety practices for the following general occupational competencies and tools as identified in the O*NET Job Description for this occupation, as follows (except applicants using employment experience as a licensed practical nurse*):

TASKS:

- *Record patients' medical history, vital statistics and information such as test results in medical records.*
- *Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.*
- *Interview patients to obtain medical information and measure their vital signs, weight, and height.*
- *Authorize drug refills and provide prescription information to pharmacies.*
- *Clean and sterilize instruments and dispose of contaminated supplies.*
- *Prepare and administer medications as directed by a physician.*

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- *Show patients to examination rooms and prepare them for the physician.*
- *Explain treatment procedures, medications, diets and physicians' instructions to patients.*
- *Help physicians examine and treat patients, handing them instruments and materials or performing such tasks as giving injections or removing sutures.*
- *Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing.*
- *Knowledge of workplace safety/OSHA practices and procedures.*

TOOLS & TECHNOLOGY:

- *Hypodermic needles: Intradermal needles; Intramuscular needles; Subcutaneous needles*
- *Mercury blood pressure units: Baumanometers; Manual blood pressuring measurement equipment*
- *Nebulizers or accessories: Nebulizers; Pulmonary nebulizers*
- *Ophthalmoscopes or otoscopes or scope sets: Ophthalmoscopes; Otoscopes*
- *Spirometers or its accessories or its supplies: Spirometers; Vitalors*
- *Accounting software: Billing software; Bookkeeping software*
- *Electronic mail software: Email software; Microsoft Exchange*
- *Medical software: Patient management software; Visual electro diagnostic software*
- *Office suite software: Business software applications; Microsoft Office*
- *Operating system software: Microsoft Windows Vista Business; Microsoft Windows XP Professional*

Applicants will attach the above list of tasks and tools to the Statement of Employment Experience form(s) prior to submitting the form(s) to an employer(s) for completion. Based upon the O*NET Information page 31-9092.00 - Medical Assistants. O*NET website: <http://online.onetcenter.org/link/summary/31-9092.00>

***NOTICE:** Applicants using employment experience as a licensed practical nurse will use the Task, Tools & Technology list from the O*NET Information Page 29-2061.00 - Licensed Practical and Licensed Vocational Nurses. O*NET website: <http://online.onetcenter.org/link/summary/29-2061.00>

***NOTICE:** Applicant who are licensed practical nurses will submit evidence of full-time or part-time employment experience working under a practical nurse license in the state where the employment experience took place in accordance with the requirements identified below.

2. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to *N.J.A.C. 6A:9-5.9*, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in areas such as biology, health or nutrition. To obtain details regarding this test, contact a county office of education: <http://www.state.nj.us/education/counties/>

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3. Applicants must pass the PRAXIS I[®] basic skills tests*, including the following:
 - Praxis Pre-professional Skills Test Reading (#10710)
 - Praxis Pre-professional Skills Test Writing (#20720)
 - Praxis Pre-professional Skills Test Mathematics (#10730)

For more information regarding the PRAXIS I[®] basic skills tests, visit the “New Jersey: Praxis Test Requirements” page of the Employment Testing Service (ETS) website at the following link: <http://www.ets.org/praxis/nj>. Scroll to the bottom of the page to “Career and Technical Education.” The three required tests are in the column to the right. Test preparation information and materials are also available from ETS. On the webpage, go to the “In This Section” selection in the upper left-hand corner and click on “For Test Takers.” Select the PRAXIS I[®] Pre-Professional Skills Test (PPST) link, which goes to the PRAXIS I[®] Overview page. Click on the light blue “Prepare for the Test” tab. Select one of the three PRAXIS I[®] tests. Each link goes to a page that contains free test prep information as well as test guides that may be purchased.

***NOTICE:** Applicants who have completed a college degree (two-year, four-year or higher) in any subject area, regardless of GPA, are not required to take the PRAXIS I[®] tests.

4. Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management, lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the section titled, “New Requirement for Certificate of Eligibility,” on the following website: <http://www.nj.gov/education/educators/license/advisories/applicant.htm>

PART E: APPLICATION FOR CERTIFICATE USING SELF-EMPLOYMENT EXPERIENCE

Currently, self-employment experience is not an eligible option for this teaching certificate. Applicants must apply using the requirements of **PART C** or **PART D**, above.

PART F: OTHER CREDENTIALS

Individuals who possess a degree and/or employment or self-employment experience not listed on this worksheet may submit their degree and/or employment or self-employment experience along with an application for a career and technical education certificate to the Department of Education, which will review the submission in order to determine eligibility. There is a fee associated with this service. However, the Department of Education does not guarantee that credentials submitted will be accepted by the Department of Education as satisfying the requirements for a career and technical education certificate. For more information, visit the Office of Licensure and Credentials homepage at <http://www.nj.gov/education/educators/license/>

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PART G: MILITARY SERVICE/TROOPS TO TEACHERS

Individuals with military service may have obtained qualifying employment experience, education, and/or training during their military service via the New Jersey Troops to Teachers program. The Troops to Teachers program (TTT) assists eligible military personnel with the transition to a new career as public school teachers. The New Jersey TTT office will provide participants with counseling and assistance regarding certification requirements, routes to state teacher certification and employment leads. For information, contact the New Jersey Department of Education Troops to Teachers office at 800-680-0884 or e-mail ttnj@doe.state.nj.us.
New Jersey Troops to Teachers Website: <http://www.nj.gov/njded/ttnj>

PART H: ARE YOU LOOKING FOR A TEACHING JOB IN NEW JERSEY?

Visit NJHire today, the New Jersey Department of Education's free education recruitment website. NJ HIRE Website: <http://www.njhire.com>