

## KPWA MA APPRENTICESHIP PROGRAM

<b>PROGRAM DESCRIPTION</b>	<p>The apprenticeship approach is one of the solutions addressing the shortage in skilled, diverse talent to meet labor needs, specifically Medical Assistants. In partnership with SEIU Healthcare 1199NW Education &amp; Training Fund, this ‘earn and learn’ program provides a pathway for incumbent staff as well as an opportunity for community members to obtain an entry level, living wage job.</p>
<b>TRAINING LOGISTICS</b>	<p><u>Overall Training Summary</u></p> <ul style="list-style-type: none"> <li>• <b>On-the-job-training (OJT):</b> 2,000 hours of paid time working in clinics, observing and practicing skills under the direct supervision of an experienced journey-level worker.</li> <li>• <b>Related supplemental instruction (RSI):</b> 288 hours of paid time in the classroom and lab (approximately one day per week) learning the theory and the ‘why’ behind the practice.</li> </ul> <p>In addition to the RSI instruction, we offer KP Skills Days, designated days for the cohort to come together to do team-building activities, learn about organizational policies, and connect.</p>
<b>PARTICIPATION</b>	<p>KPWA’s first cohort of 20 Apprentices (starting in Fall 2019) trained at 15 primary care clinics across Western Washington (East King, Kitsap, Olympia, Seattle, Snohomish, South King and Tahoma). We are now in our 5<sup>th</sup> cohort which launched in April 2023 with 10 Apprentices. Plans are underway for a six cohort to launch in Spring 2024.</p>
<b>PROGRAM TIMELINE</b>	<ul style="list-style-type: none"> <li>• Information Sessions: 2 weeks</li> <li>• Candidates Apply: 2 weeks</li> <li>• Candidate Interviews/Assessments: 2 weeks</li> <li>• Candidate Onboarding: 2 weeks</li> <li>• Training Period: 14-15 months (approximately, varies by individual)</li> </ul>
<b>ELIGIBILITY CRITERIA</b>	<p>Open to internal and external candidates with preference for SIEU-1199NW members and incumbent staff; High School Diploma/GED; ability to test into college-level Math and English; commitment to learning and diversity</p>
<b>CERTIFICATION</b>	<p>Apprentices will sit for the CCMA national certification upon completion of classroom/lab training. Once they complete on-the-job training they will apply for certification with the Washington State Department of Health to obtain their MA-C.</p>
<b>FUNDING</b>	<ul style="list-style-type: none"> <li>• Didactic training – 100% paid by SEIU-1199NW Education &amp; Training Fund</li> <li>• On-The-Job Training – 100% paid by KPWA</li> <li>• Transition to Practice – 100% paid by Department</li> <li>• Precepting – Differential paid by Department; 2-day training paid by KPWA HR</li> <li>• Certification Exam Fees – 100% paid by SEIU-1199NW Education &amp; Training Fund</li> </ul>
<b>PRECEPTING</b>	<p>Selection – Opportunity open to certified Medical Assistants at the clinic training sites  Ratio – 1:1 ratio required by state, two backup preceptors identified per site (total of 3 per site)  Training – 2 day, in-person training</p>
<b>CONTACT</b>	<p>apprenticeship@kp.org</p>