



LANCASTER COUNTY CAREER & TECHNOLOGY CENTER

Dear Student and Parent/Guardian:

Welcome to the Lancaster County Career & Technology Center and the Medical Assistant Program! We hope you and your family are as excited as we are for you to join us this upcoming school year! We will be learning about the medical field and your possibilities for the future. The first day of class will be here before you know it!!

Our names are Ms. Maisano & Mrs. Weinoldt, and we will be your instructors for the entire school year. Classes at the CTC will begin on Wednesday, August 20, 2025. If your high school starts later, we strongly encourage you to attend beginning on our first day as we cover important paperwork, distribute books, and begin teaching that first week. If you drive to school, you are expected to be here at 8:00 a.m. If you ride the school bus, your arrival time will vary. Drivers' dismissal time is 2:35 p.m. Bus rider's departure times are earlier and are based on the school district's schedule.

Instructional materials needed this year:

- A watch with a second hand—may be purchased anywhere. Smart Watches will not be permitted.
- **Textbooks will be purchased by the CTC for High School Students!** Listed below are the instructional materials we will be using, and it is for your information only.
 - Medical Assisting Fundamentals Textbook & Workbook
 - Exploring Medical Language
 - EHR Go
 - Pharmacology Made Simple & Workbook
 - Applied Educational Systems: Health Center-21 (Online Curriculum)

Students in the Medical Assistant program can obtain the following certifications:

- American Heart BLS CPR (In-class training, small fee collected at time of training)
- OSHA 10 for Healthcare Professionals (In-class online learning, cost covered by CTC)
- NHA Certified Clinical Medical Assistant (CCMA) Exam (Offered **after** successful completion of the program and a clinical internship. Cost covered by CTC for high school students.)

Students are expected to be in uniform on the first day of school! Our uniform is provided through Fully Promoted, and further information is included with this letter. It is recommended that each student order 3 pairs of scrub pants, 3 scrub tops, and at least one scrub jacket. You will also be required to wear nursing or "Croc-style" shoes. They may be purchased at any store but *cannot have any holes in them*. Athletic shoes in good repair are also acceptable. Fully Promoted also offers program-approved shoes.

The following is a list of items that you are required to have completed by September 05, 2025, in order to participate in a Medical Assistant Clinical Internship Experience.

You can bring the items below to school on your first day.

1. *Immunizations: Please ask your medical facility to print out a list of the following:*
 - *Proof of 2 MMR's*
 - *Proof of 2 Varicella vaccines*
 - *Proof of 3 Hepatitis B immunizations*
 - *Proof of 2-Step PPD*
 - *Proof of a Flu Shot*
 - *Proof of Tetanus Vaccine (Tdap)*
 - *Proof of COVID-19 Vaccines, if you plan to do an internship, some facilities require this.*
2. **Complete Health Examination (Form attached)**
3. **Clearances – (Instructions attached)**
 - *FBI – Fingerprinting Background*

WILLOW STREET CAMPUS

1730 Hans Herr Drive, Willow Street, PA 17584 • office: 717.464.7050

- *Child Abuse Background*
The results of this clearance may take 4-6 weeks and will be available online.
- *PA PATCH (Pennsylvania Access to Criminal History)*
The printable results are returned immediately.

*Students that meet the necessary requirements for clinical placement, during the months of April & May, will be responsible for their **own transportation** to and from home.

*Recommended general school supplies are as follows:

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|---|-------------------------------|
| *3x5 Index Cards | *3-ring Binder for 6 Subjects |
| *Pens, Pencils, Colored Pencils, and Highlighters | *Calculator (Basic) |

Some other general information: Parking permits will be issued during the first week of school. All students must park in the back of the school. School lunches may be purchased in the cafeteria, or you may pack your own lunch. Refrigeration is not available, and CTC does not offer microwave access. Adult Education students may leave the building for lunch.

We look forward to having us all together as a class. Please do not hesitate to contact us over the summer if you have any questions. The best way to do this would be via e-mail or you could use our classroom extensions as follows:

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~Jess Weinoldt, R.T.(R)(M)(ARRT), CCMA
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Congratulations on being accepted into the Medical Assistant Class of 2026! Enjoy your summer and get ready for a great school year!

Sincerely,

Holly Maisano & Jessica Weinoldt

Medical Assistant Instructors