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FREE WORKFORCE CERTIFICATION PROGRAM

POWERED BY BANK OF AMERICA SENTARA PNC BANK

WORK 4WARD
A PROGRAM OF STOP INC.

WINTER 2023 CO-HORT
Clinical Medical Assistant (CMA)
Medical Administrative Assistant
Phlebotomy Technician

APPLY TODAY!

Are you looking to make a Career Change in the New Year?
Here is your Opportunity!

JUMP START YOUR CAREER TODAY!

CONTACT

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Virginia Beach, VA 23455

www.stopinc.com

COME GROW WITH US!

Work4Ward Workforce Development Program is a STOP Inc. Employment Initiative. Work4Ward helps individuals find employment by providing services with a focus on various barriers. The program provides a Fresh Start for individuals who are seeking a new career path, returning to the workforce or has had difficulty obtaining employment due to a criminal record. Work4Ward provides opportunities for in-demand training and certification that is relevant and accessible with the potential for you to earn a living wage.

What does that mean to you? It means that Word4Ward will put you on a path to earning an income that will enable you to improve the quality of life for you and your family. How can you know if Work4Ward will work for you? Consider the following questions:

- Do you have your diploma or GED and need a certification to increase your income?
- Do you need skills that you can take anywhere?
- Are you living or barely living from paycheck to paycheck?
- Are you a youth aging out of foster care?
- Are you an individual about to reenter or already have reentered society?
- Do you want better for yourself and your family?

So, Will Work4Ward Work for You?

If **YES**, Download a copy of our **Work4Ward Intake Checklist** for a complete itemized list of what you need to apply. These documents must be submitted before an applicant can be considered for the Training Program.

LEARN MORE

For more information, please [click here](#) to complete our general interest form below and a Career Pathways Coordinator will contact you within 48 business hours.

Program Services

- Identifying strengths and skills to create an Individual Employment Plan
- Assistance in locating affordable housing
- Employment readiness training
- Job placement assistance
- Interview coaching
- Employment workshops and life skills training (Workshops include interviewing techniques, resume development, and skills assessments)
- Career coaching and job matching
- Job retention services and follow-up for up to 24 months after employment (Ongoing case management)
- Access to a Laptop and High-Speed Internet

Program Requirements (Highlights)

- Live in the Southeastern Hampton Roads or Western Tidewater Areas: Cities of Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk, Virginia Beach, and Counties of Isle of Wight or Southampton
- Have a household earned income at or below 200% of the Federal Poverty Line (Approximately \$55,500 annually for a family size of 4)
- Earned a High School Diploma or General Education Diploma (GED) (If not completed, referred to the Region 20 Adult Learning Center (R20) for assistance)
- Earn an Intermediate to High-level rating on TABE (Tests for Adult Basic Education)
- Be working or on a viable path to employment
- Agree to work with a sponsor agency case manager/coach for a minimum of 24 months
- Agree to share income, employment, and barrier data for at least 2 years

Join Us at Our Next Information Session

Thursday, February 16, 2023
6:00 PM (Virtual)

[Click Here to Register](#)

[Learn More About Other Courses](#)

[Complete Program Interest Form](#)

Winter 2023 Cohort Courses



Clinical Medical Assistant (CMA)

Clinical Practice

4-6 Months

Entry-Level

The Clinical Medical Assisting online certification course from STOP Inc. is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities.

This online program prepares learners to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle. The purpose of the Clinical Medical Assisting certification course is to prepare



Medical Administrative Assistant

Administrative Support

4-6 Months

Entry-Level

Medical administrative assistants primarily work in doctor's offices, clinics, outpatient settings, hospitals, and other healthcare settings. Medical administrative assistants, medical secretaries, and medical records clerks are all positions in great demand. The growth and the complexity of the U.S. healthcare system have resulted in a substantial increase in the need for qualified medical administrative assistants. Employment of a medical assistant is expected to grow an impressive 34% by 2024.

This program covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances.

This program prepares learners to function effectively in many of the administrative and clerical positions in the healthcare industry. The content provides learners a well-rounded introduction to medical administration that delivers the



Phlebotomy Technician

Clinical Practice

2-4 Months

Entry-Level

The phlebotomist is a vital member of the clinical laboratory team, whose main function is to obtain patient's blood specimens by venipuncture and micro-collection for testing purposes. Phlebotomists are employed throughout the healthcare system including in hospitals, neighborhood health centers, medical group practices, HMO's, public health facilities, veteran hospitals, insurance carriers, and in other healthcare settings. The demand for phlebotomy technicians has increased substantially with the overall complexity of healthcare services and the risks of infectious disease. Current healthcare industry experts predict a 15% increase in phlebotomy jobs by 2024.

This program prepares learners to collect blood specimens from clients for the purpose of laboratory analysis. Learners will become familiar with all aspects of blood collection and will review the skills needed to perform venipunctures safely. Topics in this course include medical terminology, related anatomy and physiology, blood

learners to assist physicians by performing functions related to the clinical aspects of a medical office.

skills learners require to obtain an administrative medical assistant position or advance within their current healthcare career.

collection procedures, and procedures for collection of other types of specimens within the scope of practice of the phlebotomist.

STOP Inc.
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