



## Master Training Agreement

Training Provider: **Medical Preparatory School of Allied Health**

Address: **590 SW Military Dr.**

City, State, ZIP: **San Antonio, TX 78221**

Provider Contact: **Lee Garner, Director**

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This Agreement sets forth the roles and responsibilities of the parties named above in providing training to customers eligible for Non-Workforce Investment Act programs administered by Workforce Solutions Alamo.

1. **Parties:** Workforce Solutions Alamo Career Center Operators (**Contractor**), as sub-recipient for Workforce Solutions Alamo (**WSA**), agrees to pay the cost of tuition, books, supplies and/or other required costs to provide training to eligible customers enrolled at **Medical Preparatory School of Allied Health, 590 SW Military Dr.**, hereinafter known as the **Provider**.
2. **Time of Performance:** The period of this Agreement shall begin: **12/16/2009** and end on **June 30, 2010**. WSA may, at its own discretion, extend this agreement for subsequent one-year periods. The extension of this agreement will depend on demand occupations, training outcomes, and workforce funding.
3. **Approved Programs:** Individual training programs approved under this agreement (Attachment B), along with tuition and fees, estimated length of training, and program requirements, are delivered in compliance with applicable State law and/or **Provider's** regulatory body. If the cost of the training specified on the WSA vendor list is less than the amount listed in the **Provider's** catalog, the vendor list will prevail. Any changes in program costs, program information, program location or requests for additional programs must be submitted to **WSA** for inclusion on the vendor list.
4. **Customer Referral and Recruitment:** The **Provider** understands that only customers referred by **Contractor** may be enrolled into approved training programs. The **Provider** may not enroll any customer into training without proper referral from a **Contractor** representative. The **Provider** also understands those potential customers, who are recruited and referred to the **CONTRACTOR** for eligibility, may select other training.

**Attachment B**  
**List of Approved Training Programs**

Course	CIP	Cost	Duration
Medical Assistant	51.0801	\$7,995.00	900 Hours

**SEC 10: Program Description, Program Outline, and Subject Descriptions:****Program Description:**

This program prepares individuals for an entry level position as a Medical Assistant. Graduates may find suitable employment in physician, podiatrist, and chiropractors' offices. Students will learn both front end clerical duties as well as clinical duties. Upon completion of the program student will be prepared to work in all aspects of a Doctors office or clinic.

**Program Outline****Medical Assistant Certificate Program – 9 months**

<b>Number</b>	<b>Subject Title</b>	<b>Lec/Lab/Total</b>	<b>Clock Hours</b>
MA 101	Introduction to Medical Assistant	30/0/30	30 Clock Hours
MA 102	Medical Terminology	80/0/80	80 Clock Hours
COMP 101	Computers and Basic Keyboarding	05/25/30	30 Clock Hours
AP 101	Anatomy and Physiology	80/0/80	80 Clock Hours
MA 103	Medical Law and Ethics	30/0/30	30 Clock Hours
COM 101	Communication for Health Professionals	30/0/30	30 Clock Hours
CPR 101	CPR and First Aide	05/25/30	30 Clock Hours
MAA 101	Administrative Office Procedures	30/30/60	60 Clock Hours
MAA 102	Medical INS, Billing and Coding	60/60/120	120 Clock Hours
EXT 101	Medical Assisting Externship 1	0/90/90	90 Clock Hours
Pharm 101	Pharmacology and Medical Math	20/20/40	40 Clock Hours
CMA 101	Clinical Medical Assisting 1	20/60/80	80 Clock Hours

CMA 102	Clinical Medical Assisting II	20/60/80	80 Clock Hours
EXT 102	Medical Assisting Externship II	0/90/90	90 Clock Hours
PD 101	Career Development	30/0/30	30 Clock Hours
TOTAL		440/460/900	900 Clock Hours