

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.

DEAN ROGAN SR, CHAIRMAN

PAM BARBEE, EXECUTIVE DIRECTOR

MEMO

TO: Executive Committee
FROM: Pamela Barbee
DATE: April 16th



The Executive Committee will meet via EMAIL:

Thursday, April 16, 2026

The purpose for this meeting is to:

1. To review and accept the new Medical Assistant program at Southeastern Illinois College.

MEDICAL ASSISTANT



Certificate

Minimum 38 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CMA

| Fall Semester | | Credit Hrs |
|---------------|-------------------------------------|------------|
| HLTH 195 | Medical Terminology | 3 |
| IT 119 | Basic Software Applications | 3 |
| COM 144 | Interpersonal Communication | 3 |
| HLTH 118 | Intro to Phlebotomy | 3 |
| HLTH 130 | Health Care Internship – Phlebotomy | 4 |
| Total Hours | | 16 |

| Spring Semester | | Credit Hrs |
|-----------------|---|------------|
| MATH 151 | Occupational Math | 4 |
| BIOL 161 | Basic Anatomy & Physiology | 3 |
| CNA 131 | Certified Nursing Assisting (includes Basic Life Support CPR) | 7 |
| Total Hours | | 14 |

| Summer Semester | | Credit Hrs |
|-----------------|--|------------|
| HLTH 153 | Medical Calculations | 4 |
| HLTH 131 | Health Care Internship – Medical Assistant | 4 |
| Total Hours | | 8 |

NOTE: American Heart Association Healthcare Provider CPR is required prior to Clinical/Internship attendance. Certification must be valid through the end of the program.

PRE-REQUISITE: HLTH 130 and CNA 131 are pre-requisites for HLTH 131 – Healthcare Internship – Medical Assistant

Students will need to take the full placement exam (if an alternative multiple measure has not been met – SAT scores, 3.0/4.0 HS OGPA). CNA requires the minimum reading score requirement. However, for MATH 151 (if a multiple measure has not been met), students must score a minimum of 234 on the NextGen QAS Accuplacer portion.

FINANCIAL ASSISTANCE: This certificate is payable by the PELL Grant (State and Federal Aid Funds). It is suggested that students in need of financial assistance for this certification contact the WIA liaison located on campus in the Student Success Center in A145.

AN APPLICATION FOR GRADUATION must be completed in Enrollment Services (E103) to receive this diploma from Southeastern Illinois College and to have this certificate posted on your transcript. Also, a high school diploma or GED must be on file in the Records Office.

CERTIFICATION EXAM: Students completing this Certified Nursing Assisting course with a grade of "C" or higher will then be eligible for the competency exam required by the State of Illinois to become a Certified Nursing Assistant. *This exam is administered at SIC. Please contact the Testing Coordinator for testing dates at (618) 252-5400, extension 2442.

COURSE FEES: Standard campus course fees apply. Required malpractice insurance for CNA students is included in the course fees.

IN ADDITION TO THE COURSE FEES other items required include:

CNA Students are required to attend a mandatory orientation prior to the start date of class.

- Students must have a score of 20 or higher on the Reading portion of the ACT or a score of 54 or higher on the AccuPlacer reading test or a score of 236 on the NextGen AccuPlacer reading portion or a score of 480 on the evidence-based reading and writing portion of the SAT and/or a composite SAT score of 1020 or higher, (or complete ENG 109-4 at SIC with a grade of "C" or better).
- The instructor will provide information about this background check the first day of class. The student is responsible for the fee. The approximate cost of fingerprinting is \$35-\$50*
- Book and ID badge may be obtained in the bookstore.
- Healthcare Uniform and Shoes – costs vary
- TB Skin Testing (Mantoux). Please make arrangements to have this done as soon as possible after registering for the Intro to Phlebotomy & Health Care Internship courses. This requirement must be met prior to clinical instruction for CNA and Medical Assistant Internship as well. A two-step PPD Mantoux is required. TB testing for Saline County residents is free of charge. Out of county residents will be charged \$10-\$20* at Egyptian Health Department.
- Certification exam fee (administered at SIC) is approximately \$85*.
- For TB skin and Hepatitis B testing contact: Egyptian Health Department
TB Board
1412 US 45 N
Eldorado IL 62930
(618) 273-3326

Occupational information about this program is available at O*NET online www.onetonline.org. Once at that website enter the SOC Code that is listed for this program.

*Fees subject to change.

O*NET – SOC Code: 31-9092.00

06/25

Career Opportunities:

Major Employers:

Hospitals, Long-Term Care, Residential Care Facilities, Home Health Care, and Clinics 04/25

Demand Occupation Training List

| O*NET-SOC 2010 Code | O*NET-SOC 2019 Code | O*NET-SOC 2019 Title | Annual Openings | Education/ OJT code | Median Wage per Hour | Demand Code |
|------------------------|------------------------|---|--------------------|------------------------|-------------------------|----------------|
| 399021 | 311122 | Personal Care Aides | 9072 | 6 | 0.00 | 0 |
| 311014 | 311131 | Nursing Assistants | 6942 | 14 | 11.82 | 4 |
| 311015 | 311132 | Orderlies | 317 | 6 | 0.00 | 0 |
| 311013 | 311133 | Psychiatric Aides | 211 | 6 | 0.00 | 0 |
| 312011 | 312011 | Occupational Therapy Assistants | 297 | 18 | 30.53 | 1 |
| 312012 | 312012 | Occupational Therapy Aides | 339 | 6 | 9.60 | 0 |
| 312021 | 312021 | Physical Therapist Assistants | 650 | 18 | 28.78 | 5 |
| 312022 | 312022 | Physical Therapist Aides | 172 | 6 | 11.71 | 0 |
| 319011 | 319011 | Massage Therapists | 965 | 14 | 22.73 | 5 |
| 319091 | 319091 | Dental Assistants | 1508 | 14 | 19.02 | 4 |
| 319092 | 319092 | Medical Assistants | 2848 | 14 | 16.93 | 4 |
| 319093 | 319093 | Medical Equipment Preparers | 293 | 7 | 18.44 | 0 |
| 319094 | 319094 | Medical Transcriptionists | 261 | 14 | 14.81 | 0 |
| 319095 | 319095 | Pharmacy Aides | 49 | 6 | 13.47 | 1 |
| 319096 | 319096 | Veterinary Assistants and Laboratory Animal Caretakers | 458 | 6 | 13.07 | 0 |
| 319097 | 319097 | Phlebotomists | 648 | 14 | 16.71 | 4 |
| 319099 | 319099 | Healthcare Support Workers, All Other | 171 | 5 | 21.90 | 0 |
| 331011 | 331011 | First-Line Supervisors of Correctional Officers | 136 | 5 | 36.27 | 0 |
| 331012 | 331012 | First-Line Supervisors of Police and Detectives | 403 | 7 | 54.28 | 3 |
| 331021 | 331021 | First-Line Supervisors of Firefighting and Prevention | 238 | 16 | 46.95 | 0 |
| 331099 | 331091 | First-Line Supervisors of Security Workers | 341 | 5 | 0.00 | 0 |
| 331099 | 331099 | First-Line Supervisors of Protective Service Workers, All | 341 | 5 | 0.00 | 0 |
| 332011 | 332011 | Firefighters | 1264 | 17 | 25.54 | 5 |
| 332021 | 332021 | Fire Inspectors and Investigators | 77 | 16 | 30.39 | 0 |
| 332022 | 332022 | Forest Fire Inspectors and Prevention Specialists | #N/A | #N/A | #N/A | 0 |
| 333011 | 333011 | Bailiffs | 136 | 7 | 33.31 | 0 |
| 333012 | 333012 | Correctional Officers and Jailers | 1216 | 7 | 28.59 | 5 |
| 333021 | 333021 | Detectives and Criminal Investigators | 196 | 7 | 39.86 | 0 |
| 333031 | 333031 | Fish and Game Wardens | 9 | 7 | 34.80 | 0 |
| 333041 | 333041 | Parking Enforcement Workers | 9 | 6 | 23.57 | 0 |
| 333051 | 333051 | Police and Sheriff's Patrol Officers | 2319 | 7 | 40.90 | 5 |
| 333052 | 333052 | Transit and Railroad Police | 23 | 7 | 34.77 | 0 |
| 339011 | 339011 | Animal Control Workers | 59 | 7 | 16.64 | 0 |
| 339021 | 339021 | Private Detectives and Investigators | 86 | 7 | 27.41 | 0 |
| 339031 | 339031 | Gambling Surveillance Officers and Gambling Investigators | 33 | 7 | 35.64 | 0 |
| 339032 | 339032 | Security Guards | 6306 | 6 | 14.74 | 0 |
| 339091 | 339091 | Crossing Guards and Flaggers | 606 | 2 | 15.13 | 0 |
| 339092 | 339092 | Lifeguards, Ski Patrol, and Other Recreational Protective | 1930 | 2 | 10.43 | 0 |
| 339093 | 339093 | Transportation Security Screeners | 167 | 6 | 20.30 | 0 |
| 339099 | 339094 | School Bus Monitors | 1502 | 6 | 0.00 | 0 |
| 339099 | 339099 | Protective Service Workers, All Other | 1502 | 6 | 0.00 | 0 |
| 351011 | 351011 | Chefs and Head Cooks | 691 | 5 | 25.59 | 1 |
| 351012 | 351012 | First-Line Supervisors of Food Preparation and Serving | 4584 | 5 | 14.10 | 0 |
| 352011 | 352011 | Cooks, Fast Food | 2131 | 2 | 9.63 | 0 |
| 352012 | 352012 | Cooks, Institution and Cafeteria | 2770 | 2 | 13.14 | 0 |
| 352013 | 352013 | Cooks, Private Household | #N/A | #N/A | #N/A | 0 |
| 352014 | 352014 | Cooks, Restaurant | 8109 | 3 | 13.77 | 0 |
| 352015 | 352015 | Cooks, Short Order | 793 | 2 | 12.00 | 0 |
| 352019 | 352019 | Cooks, All Other | #N/A | #N/A | #N/A | 0 |
| 352021 | 352021 | Food Preparation Workers | 5849 | 2 | 12.39 | 0 |
| 353011 | 353011 | Bartenders | 5352 | 2 | 9.49 | 0 |
| 353021 | 353023 | Fast Food and Counter Workers | 28390 | 2 | 0.00 | 0 |
| 353031 | 353031 | Waiters and Waitresses | 16113 | 2 | 9.36 | 0 |
| 353041 | 353041 | Food Servers, Nonrestaurant | 2290 | 2 | 11.59 | 0 |
| 359011 | 359011 | Dining Room and Cafeteria Attendants and Bartender | 4020 | 2 | 9.63 | 0 |

State of Illinois
Occupational Employment Projections (Long-term) 2020-2030

| Standard Occupational Classification (SOC) | | Base Year Employment 2020 | Projected Year Employment 2030 | Employment Change 2020-2030 | | Average Annual Job Openings due to | | | | Annual Compound Growth |
|--|--------------------|---------------------------------|---|--------------------------------|---------|---------------------------------------|----------|--------|-------|------------------------------|
| | | | | Number | Percent | Exits | Transfer | Growth | Total | |
| Code | Title | | | | | | | | | |
| 31-9092 | Medical Assistants | 751 | 814 | 63 | 8.39 | 32 | 58 | 6 | 96 | 0.81 |



Training Program Basic Information

[Southeastern Illinois College - FEIN 370906582](#)
[3575 College Road Harrisburg, IL 62946-4925](#)

Training Program ID: 1013405

*Initial Criteria Status: Pending ▾

*Program Status: Pending Initial ▾

Reason Rejected:

Owning LWA: 26 - Southern 14 Workforce Investment Board Inc

Initial Cert. Date:

Last Cert. Date:

Next Cert. Date:

Certification Date:

1. *Program Name (For Providers Only, if you publish a course catalog, this name must match the one used in the catalog)

2. Program Description

a. *Please provide a short description of your program. For Providers Only, this description must be detailed enough so that your program can be identified with a Classification of Instructional Program (CIP) code. If you know the CIP code of your program, please type it in the space provided. If not, leave the data field for the CIP code blank.

A Medical Assistant (MA) is a versatile healthcare professional handling both administrative tasks (scheduling, billing, records) and clinical duties (vitals, preparing patients, assisting doctors,

b. *If you know it, what is the 6-digit CIP code?

c. If there is a website that provides more program information, please provide the address.

d. *Training Program Type:

▾

e. Apprenticeship Type:

f. Rapids Number:

3. Is this a credit hour program?

▾

If yes, how many credit hours for program completion?

What is the curriculum code for this program (if one exists)?

4. *How many weeks does it typically take to complete this program?

5. *What is the total hours of instruction/classroom/lab time?

6. Other than employment, what is the primary goal of the program?

- Associates Degree
- Bachelors Degree
- Certificate of Completion - Apprenticeship

- Community College Certificate of Completion
- Employment
- Industry Recognized Certification
- License
- Measurable Skills Gain (Lead to Credential)
- Measurable Skills Gain (Lead to Employment)
- Other
- Secondary School Diploma or GED

If other, specify:

a.) If Certification, License, or Registration, what is the name of the certifying, licensing, or registering body?
Illinois Department of Public Health

b.) Name of the Associated Credential?
Certified Nursing Assistant Certification

7. * For Providers Only, please put a check in the box of each O*Net Occupation code where this training program is offered.

Search O*Net Occupation Codes View O*Net History

319092 Medical Assistants

To add O*Net Occupation Codes to the list without searching, enter the O*Net Codes in the boxes above, then click on the Add O*Net Occupation Codes button.

Add O*Net Occupation Codes

8. What are the program offerings? (Check all that apply)

- Full-Time Enrollment
- Non-English Instruction
- Weekend Classes
- Online/E-Learning Instruction
- Part-Time Enrollment
- Classroom Instruction
- Night Classes
- Open Entry/Exit
- Internships
- Labs
- Day Classes
- Other(Specify)

If other, specify

9. What are the entry level requirements of the program? (Check all that apply and add text to appropriate text boxes)

- Drug/Alcohol Screening
- HS Diploma/GED
- Associate Degree
- Bachelor Degree
- Physical Exam
- Math(Specify)
- Reading(Specify)
- Language(Specify)
- Writing(Specify)
- Prerequisites(Specify)
- Other(Specify)

HLTH 130 AND CAN 131 are pre-r

10. * What is the total cost of this program? (round to the nearest dollar amount)

| | |
|-----------|---------|
| Tuition : | \$4,180 |
| Books : | \$1,880 |
| Fees : | \$1,701 |
| Tests : | \$85 |

Other Expenses(Materials, Supplies, Tools, Uniforms, etc) : \$200 (Description) finger printing, CNA exam, ur

TOTAL COST: Calculate Totals \$8,046

NOTE: If this is a community college program, the costs listed above are for those individuals who live in-district. Costs may be higher for out-of-district residents. Programs offered by proprietary schools have the same costs for all students.

11. Types of Financial Aid Available (Check all that apply)

- Pell Grants Illinois Monetary Award Program
- Federal loans(Stafford, PLUS, etc) Institutional Scholarships
- Other(Specify)

If other, Specify

12. *What year was the program established?

2025 ▼

13. * Please put a check in the box of each location where this training program is offered.

Add Location

- 3575 College Road Harrisburg, IL 62946-4925

WIOA contracted recipients, providers, trainers, etc. are required to provide universal access, accessible facilities and programs to all WIOA funded programs and activities i.e. aid, benefits, services, and training. (29 CFR 37.20,.42.54)

14. *Has the provider given assurance and certifications that their agency fully complied with the nondiscrimination, equal opportunity, and disability provisions of the Workforce Investment Act of 1998? (29 CFR 37.20, 29 CFR 37.42 & 54)

Yes ▼

15. *Is the facility and programs accessible to all people with disability? (29 CFR 32.3)

Yes ▼

16. Please describe the application procedure for this program. For Providers Only, include in this description any documents or materials that the customer should bring when applying for this program.

Student must apply through www.sic.edu and take a full placement exam(if an alternative multiple mesure has not been met - SAT scores, 3.0/4.0 HS OGPA). CNA requiresthe minimum readin gscore

- 17.

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