

**NATIONAL EMERGENCY GRANT  
CLASS-SIZE SKILLS TRAINING PROGRAM**

**PROGRAM FACT SHEET**

Name of Training Provider	<b>RIC Outreach Programs</b>
Address	Rhode Island College 600 Mt. Pleasant Ave. Building 8 Providence, RI 02908
Contact Person Including Phone and Email	Jenifer Giroux Phone: 401 456 8990 email: <a href="mailto:jgiroux@ric.edu">jgiroux@ric.edu</a>
Skill or Occupational Training Area	The Training Responsible Adults to be Medical Assistants (TRAMA) for a total of thirty (30) participants program is a 24-week, 30-hour per week training that includes a mandatory 120-hour unpaid internship. Students will participate in class work, job skills workshops, and hands-on real world experience. The program includes Medical Terminology, Medial Third-Party Billing, a thorough overview of Clinical Testing Techniques, and as well as Coding Procedures, Microsoft Office Skills, Attitudinal and Employment Counseling, Green Business, and Financial Literacy.
Number of Training Openings	30
Brief Training Program Description	24 week program: 12 weeks of classroom instruction including Medical Assisting, writing, math, job skills, digital literacy, financial literacy, supplementary workshops and 12 weeks of internship -120 hrs. minimum
Program Entrance Requirements	8 <sup>th</sup> grade reading & math, High school diploma or GED, BCI, 18 years of age or older
Certificates or Credentials Awarded Upon Training Completion	Certificate in Medical Assisting
Employer Commitment	University Family Medicine, Alzheimer's Association – RI Chapter, RI Free Clinic