

## MEDICAL BOARD OF CALIFORNIA

DATE REPORT ISSUED: April 15, 2015  
 ATTENTION: Members, Medical Board of California  
 SUBJECT: Recommended Approval of Medical Assistant Certifying Agency  
 CONTACT: Curtis J. Worden, Chief of Licensing

### REQUESTED ACTION:

Staff recommends that the Medical Board of California (Board) approve the medical assistant certifying organization Multiskilled Medical Certifications Institute, Inc. (MMCI), as it substantially complies with the requirements of section 1366.31, Title 16, Division 13, of the California Code of Regulations (CCR). This approval would be retroactive to the received date of the application, September 2014.

### BACKGROUND AND ANALYSIS:

CCR section 1366.3(c) states, in part, that a “qualified medical assistant” is a medical assistant who: 1) is certified by a medical assistant certifying organization approved by the Board; 2) holds a credential to teach in a medical assistant training program at a community college; or 3) is authorized to teach medical assistants in a private postsecondary institution accredited by an accreditation agency recognized by the United States Department of Education or approved by the Bureau for Private Postsecondary Education.

CCR section 1366.31 states, in part, that an organization that certifies medical assistants may apply to the Board for approval. Approval is granted based on the compliance of items outlined in the CCR, including, but not limited to:

- A non-profit, tax-exempt organization
- Requires all applicants to successfully complete a psychometrically valid examination
- Has a requirement for certification of a medical assistant in one or more of the following areas:
  - Graduation from a medical assistant training program accredited by an accreditation agency recognized by the United States Department of Education
  - Graduation from a medical assistant training program in a postsecondary institution accredited by an accreditation agency recognized by the United States Department of Education or an institution approved by the Bureau of Private Postsecondary Education
  - A minimum of two years of experience as a practicing medical assistant within five years immediately preceding the date of examination; or,

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military training or schooling equivalent to that described in CCR section 1366.31(b)(3)(A) or 1366.31(b)(3)(B)

- Requires certificate holders to obtain a minimum of 60 hours of continuing education related to the practice of medical assistants over a five year period

The Board has previously approved three other medical assistant certifying organizations: American Association of Medical Assistants; American Medical Technologists; and California Certifying Board of Medical Assistants.

MMCI submitted an application package to the Board in September 2014. After receipt and review of all necessary documentation, Board staff concluded that the certifying organization meets the regulatory requirements in order to be approved as a medical assistant certifying organization. Board staff recommends that MMCI be approved.

FISCAL CONSIDERATIONS:

There is no fiscal impact to the Board to grant approval to MMCI. If the Board grants approval to the certifying organization, this will allow for increased access to medical assistant care in California.

Attachments:

CCR Section 1336.3

CCR Section 1366.31

## 16 CCR § 1366.3

### § 1366.3. Administration of Training.

(a) Training required in Sections 1366, 1366.1 or 1366.2 may be administered in either of these settings:

(1) Under a licensed physician or podiatrist, who shall ascertain the proficiency of the medical assistant; or under a registered nurse, licensed vocational nurse, physician assistant or a qualified medical assistant acting under the direction of a licensed physician or podiatrist who shall be responsible for determining the content of the training and the proficiency of the medical assistant except that training to administer medication by inhalation shall be provided by a licensed physician or respiratory care practitioner; or

(2) In a secondary, postsecondary, or adult education program in a public school authorized by the Department of Education, in a community college program provided for in Part 48 of Division 7 of the Education Code, or a postsecondary institution accredited by an accreditation agency recognized by the United States Department of Education or approved by the Bureau for Private Postsecondary and Vocational Education under Sections 94130 or 94311 of the Education Code. A licensed physician or podiatrist shall serve as advisor to the medical assistant training program. The instructor in a public school setting shall possess a valid teaching credential issued by the Commission on Teacher Credentialing. The instructor in a private postsecondary institution shall meet the requirements of Sections 94310 and 94311 of the Education Code and any regulations adopted pursuant to those sections.

(b) The supervising physician or podiatrist, pursuant to subsection (a)(1) or the instructor pursuant to subsection (a)(2) shall certify in writing the place and date such training was administered, the content and duration of the training, and that the medical assistant was observed by the certifying physician, podiatrist, or instructor to demonstrate competence in the performance of each such task or service, and shall sign the certification. More than one task or service may be certified in a single document; separate certifications shall be made for subsequent training in additional tasks or services.

(c) For purposes of this section only, a “qualified medical assistant” is a medical assistant who:

- (1) is certified by a medical assistant certifying organization approved by the division;
- (2) holds a credential to teach in a medical assistant training program at a community college; or
- (3) is authorized to teach medical assistants in a private postsecondary institution accredited by an accreditation agency recognized by the United States Department of Education or approved by the Bureau for Private Postsecondary and Vocational Education.

Note: Authority cited: Sections 2018 and 2071, Business and Professions Code. Reference: Sections 2069, 2070 and 2071, Business and Professions Code.

### HISTORY

1. Renumbering and amendment of former section 1366.1 to section 1366.3 filed 3-20-92; operative 4-20-92 (Register 92, No. 13).
2. Amendment of subsections (a)(1)-(2) filed 10-26-94; operative 11-25-94 (Register 94, No. 43).
3. Amendment of subsections (a)(1) and (a)(2), new subsections (c)-(c)(3) and amendment of Note filed 3-23-99; operative 4-22-99 (Register 99, No. 13). This database is current through 3/27/15 Register 2015, No. 13

16 CCR § 1366.3, 16 CA ADC § 1366.3

## 16 CCR § 1366.31

### § 1366.31. Approved Certifying Organizations.

(a) An organization that certifies medical assistants may apply to the division for approval. This application shall include the following information:

- (1) Name and address of the applicant;
- (2) Applicant's federal employee identification number (FEIN) or social security number;
- (3) Name, address and telephone number of a contact person for the applicant;
- (4) Name, address and telephone number of the accrediting organization that accredited the applicant;
- (5) Name, address and telephone number of the organization that validated the applicant's certifying examination;
- (6) Information sufficient to establish that the certifying organization meets the standards set forth in subsection (b).

(b) For purposes of Section 1366.3(c)(1), an organization that certifies medical assistants shall be approved if it meets all of the following standards:

- (1) Is a non-profit, tax-exempt organization;
- (2) Requires all applicants for certification to successfully complete a psychometrically valid examination that is secure, is occupationally relevant and tests for the skills and procedures outlined in Section 1366;
- (3) Has a requirement for certification of a medical assistant in one or more of the following:
  - (A) Graduation from a medical assistant training program accredited by an accreditation agency recognized by the United States Department of Education;
  - (B) Graduation from a medical assistant training program in a postsecondary institution accredited by an accreditation agency recognized by the United States Department of Education or an institution approved by the Bureau for Private Postsecondary and Vocational Education;
  - (C) A minimum of 2 years experience as a practicing medical assistant within 5 years immediately preceding the date of examination;
  - (D) Military training or schooling equivalent to that described in subsections (A) or (B) above;
  - (E) Employment at the time of certification as an instructor in an accredited medical assistant program or institution;
- (4) Requires its certificate holders to obtain a minimum of 60 hours of continuing education related to the practice of medical assistants over a 5 year period.

(c) The American Association of Medical Assistants and the American Medical Technologists, which were previously referenced in Section 1366.3(a), shall be deemed approved as medical assistant certifying organizations. This approval shall terminate on January 1, 2000 unless prior to that time the above certifying organizations have applied for and been approved by the division. This paragraph shall be automatically repealed on January 1, 2000.

Note: Authority cited: Sections 2018 and 2071, Business and Professions Code. Reference: Sections 2069, 2070 and 2071, Business and Professions Code.

### HISTORY

1. New section filed 3-23-99; operative 4-22-99 (Register 99, No. 13).  
 This database is current through 3/27/15 Register 2015, No. 13  
 16 CCR § 1366.31, 16 CA ADC § 1366.31