



# Clinical Assistant Prep (CAP) Registration Manual-Online Course

<b>INTRODUCTION</b> .....	2
<b>HSC LOCATION AND DIRECTIONS</b> .....	2
<b>COURSE REQUIREMENTS</b> .....	3
<b>REFUND POLICY: Cancellation and Substitution by Customer</b> .....	3
<b>NATIONAL CERTIFICATION EXAM REGISTRATION:</b> .....	3
<b>IMPORTANT CONTACTS</b> .....	4



## **INTRODUCTION**

Welcome to Health Science Consulting! We are excited to support your transition into a promising career in healthcare. You are registered for the **Online Clinical Assistant Preparation (CAP) Course**.

This accelerated course includes:

- Weekly virtual lecture sessions
- Asynchronous course modules and return demonstration activity
- Structured skills training designed to prepare students for entry-level healthcare settings and national certification

Attendance is mandatory for all scheduled sessions. Classes are held **online weekly on Wednesdays, 6:30-8:30 PM EST**, and participants are expected to be present for the full duration of each interactive lecture session.

Course announcements, updates, assignments, and important program communications will be distributed through the course site and the email address provided during registration. Students will be enrolled in the online learning management system course site approximately **two (2) weeks prior to the course start date**.

Upon successful completion of the CAP course requirements, students will become eligible to register for the national certification examination.

## **HSC LOCATION AND DIRECTIONS**

The course delivery is **100% virtual**. There are no opportunities for in-person skills practice. Skills kits will be available for pick-up at HSC for **local students**. We are located at the **Callaway Center**:

**2507 Callaway Road, Suite 205**  
Tallahassee, Florida

**You will receive an email when your skills kit is ready for pick-up.** The Callaway Center is a brick building located off North Monroe Street near the Cracker Barrel restaurant and the Interstate 10 interchange.

**Out-of-Town students** will receive a mailed skills kit. Please provide an accurate address to ensure delivery prior to the start of classes.



## COURSE REQUIREMENTS

### Course Website Registration — Required

**Please complete this step immediately.**

All CAP students are required to create an account on the Health Science Consulting Learning Management System (Moodle) to access:

- Course materials
- Assignments
- Announcements
- Exams
- Course handouts and resources

Use the following link to create your account: [HSC Moodle Login Page](#)

Students will be enrolled in their assigned CAP course sites approximately **two (2) weeks prior to the start of the course**. Once enrollment has been completed, students will receive an email notification with additional instructions and course access details.

## REFUND POLICY: Cancellation and Substitution by Customer

**All fees are non-refundable.** The customer may cancel their registration with a substitution by providing the company with a written notice of cancellation a minimum of thirty (30) days before commencement of the course. If written notice of cancellation is not received within thirty (30) days, then the full course fee will be chargeable and/or nonrefundable. There will be a cancellation service charge of \$200 for a substitution. This service charge will be deducted from all monies paid prior to any refund being issued.

## NATIONAL CERTIFICATION EXAM REGISTRATION:

The fee for the national CCMA examination is \$199.00 plus a processing charge and **is not included** in course registration fees. Candidates may choose to complete the exam either through live, remote proctoring (online) or at an approved testing location (PSI). The examination should be scheduled only after successful completion of the CAP course. **Please wait for official instructions before registering for the certification exam.**



## IMPORTANT CONTACTS

### **HSC Office Hours**

Monday-Thursday, 9AM-3PM  
850-559-1678

### **Clinical Programs Director**

Miranda Mack-Delavallade, MD  
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850-558-1998  
*Office hours by appointment only*

We look forward to serving you soon!