

PATH-MA PROGRAM FAQ

Purpose of the Program: Investing in Your Future

Welcome to the Program for Advancing Talent in Healthcare for Medical Assistants (PATH-MA). This program represents St. Elizabeth Healthcare's commitment to investing in our most valuable asset: our associates. We believe in providing pathways for career growth, and the PATH-MA program is your opportunity to gain the education, skills, and certification needed to become a successful Medical Assistant—a vital role on our patient care teams.

This guide is designed to be your roadmap, helping you understand the structure of the program, the resources available to you, and what to expect as you take this exciting step in your professional journey.

How it Works: The 24/40 Model

To ensure you can successfully balance your job responsibilities with your academic requirements, the PATH-MA program is built on a unique work/study model:

- You will be scheduled for **three 8-hour shifts per week**, for a total of **24 worked hours**.
- You will be **paid for 40 hours** each week. The additional 16 hours are paid "study hours" to provide you with the time and financial stability to focus on your education.

Key Dates and Deadlines

- **Application Deadline:** October 3, 2025
- **Brighton Center Start Date:** Flexible start dates will be coordinated after your 4-week notice period is complete.
- **Gateway Program Start Date:** January 2026

What to Expect: Your PATH-MA Journey

This program is a partnership between you, St. Elizabeth, and one of our two outstanding educational partners. Here's a look at what your journey will entail:

Application and Selection: To be considered for the PATH-MA program, you must submit your application by the deadline. The process includes being screened by our Talent Acquisition team and may involve an interview with hiring leaders from the departments that employ Medical Assistants. Selection is based on your performance, readiness, and departmental needs.

Choosing Your Educational Path: You will attend one of two excellent programs. While both prepare you for certification, they have different structures.

Feature	Brighton Center's CET	Gateway Community & Technical College
Program Style	Accelerated, hands-on, clock-hour based.	Structured academic semesters, credit-hour based.
Duration	Accelerated completion, as few as 6 months .	Traditional college timeline, typically 3 semesters .
Weekly Schedule	A mix of in-class and on-the-job training. Your 24 hours worked at St. Elizabeth are considered Work-Based Learning (WBL) .	Classes are held two days per week on campus or online.
Future Path	Prepares you for the Registered Medical Assistant credential.	Offers pathways to an Associate Degree of Applied Science and a transfer program to complete a Bachelor's degree at NKU .
Special Notes	Your SEH supervisor participates in approving your applied skills. Includes a final 160-hour clinical externship.	Offers opportunities for Credit for Prior Learning (CPL) for things like Medical Terminology (test-out), CPR (BLS card), and other skills.

Getting Started in Your New Role: If selected and you formally accept your spot in the program; you will be required to provide your current leader with a **four-week notice**. This is a critical step to ensure a smooth transition for you and your department before you transfer into your new **non-certified Medical Assistant** role.

Balancing Work & School: This is the core of your journey. You will work your 24 hours per week at St. Elizabeth while attending classes and completing coursework through your school. Your leaders are here to support you in creating a schedule that accommodates your academic needs whenever possible.

Graduation and Certification Once you successfully complete your MA program, the next phase is to become professionally certified. You will have **six (6) months** after graduation to pass your certification exam and become a Registered or Certified Medical Assistant.

Launching Your MA Career After you are certified, you will work with our Talent Acquisition team to transition into a full-time certified Medical Assistant position within the St. Elizabeth system. This is when your post-program work commitment begins.

Program Work and Requirements

- **Performance:** You are expected to maintain satisfactory performance in both your job and your academic program.
- **Leave of Absence:** If you need to pause your studies, you must notify your manager and the program administrator. This may extend your post-program work commitment.

Post-Program Commitment

- In exchange for St. Elizabeth covering the cost of your tuition and required lab fees, you will sign a contract agreeing to a service commitment.
- This commitment requires you to work **2080 hours** (the equivalent of one full-time year) as a certified Medical Assistant after you complete the program.
- If you leave before fulfilling this commitment, you will be required to repay a pro-rated amount of the program costs.

Financial Details and Pay

- **Covered Expenses:** St. Elizabeth covers your tuition and required lab fees. You are responsible for the cost of textbooks, uniforms/scrubs, and your final certification exam.
- **Your Pay Rate:** Your specific hourly rate will be determined by our Talent Acquisition team based on your experience. The pay ranges are:
 - **Non-Certified MA (while in the program):** Min \$15.35/hr - Max \$24.42/hr
 - **Certified MA (after the program):** Min \$16.95/hr - Max \$26.97/hr
- You will continue to accrue benefits based on a 40-hour work week.

Ready to Take the Next Step? Here's How:

Attend an Information Session: This is your best opportunity to get more details and ask questions. Sessions are on **September 16 and 18**.

Apply to the PATH-MA Program: Submit your application to the St. Elizabeth PATH-MA program by the **October 3 deadline**. This is the internal application to be selected for a spot in the program.

Apply to Your Chosen School: Once you have been officially selected for the PATH-MA program by St. Elizabeth, you will need to complete the separate application and enrollment process for the educational partner you choose; either **Brighton Center** or **Gateway Community & Technical College**. A program administrator will guide you on the next steps for this process.