

COURSE: Medical Assisting Certification Review
LOCATION: H 350
TIME: 6:30-9:00PM (6:30-9:30PM 1st and last week of course)
INSTRUCTOR: Stacie Shelton
EMAIL: stacies@clackamas.edu

COURSE DESCRIPTION:

This course is designed for working medical assistants to foster the skills needed to meet current certification regulations taking place in January of 2014. This prep-course is designed to help guide studying behaviors, and engage with other medical assistants to boost learning and stay on track as one prepares to sit for the examination process. In using a variety of study techniques and testing opportunities, the participant should leave this course feeling prepared to take examination of preference (RMA, NCCT, or AAMA) and obtain certification.

PURPOSE:

To provide participants with the knowledge, materials and skills needed to pass (NCCT, RMA, or AAMA) certification exam.

TEXT: Saunders Medical Assisting Exam Review 4th Edition

- Deborah E. Holmes, RN, BSN, RMA, CMA(AAMA), Medical Assistant
Program Director, Vatterott College - Sunset Hills, St. Louis, MO
- ISBN: 9781455751877

ACCOMODATIONS:

Any student who feels he/ she may need additional accommodation for the participation of this course for any type of disability please make an appointment with the instructor, and with the Office for Student with Disabilities.

COURSE OUTCOMES:

At the completion of this course the participant will be able to:

- Provide participants with the knowledge and skills to pass accredited certification exam.
- Distinguish between normal/abnormal vital signs according to NCCT standards.
- Recognize the five main pharmacology drug classifications according to Saunders Medical Assistant textbook.
- Identify gross anatomical structures, located within Saunders Medical Assistant textbook.
- Ability to identify steps to clinical based CLIA waived tests in line with CMS regulations.
- Differentiate between word part, prefixes, and suffix of medical terminology.

ASSIGNMENTS:

Weekly in-class and out of class assignments will be given over the duration of the course. These will be reviewed by the instructor to ensure the participant is on track to pass certification exam. Scores will

be monitored and checked for extra support regarding topics that may need to be reviewed in more detail.

A variety of assignments will be given during the course including but not limited to, flashcards, chapter readings, mix and match objectives, chapter review questions, and simulated practice exams.

PRE-TESTS:

A pre-test will be given the first day of the course so participants can assess areas of weakness, and therefore draw attention to specific topics, and focus more effort to areas of weakness.

QUIZZES:

Quizzes will be given throughout the course to encourage studying habits, and engage the participant to familiarize, and get comfortable in test taking environments.

REVIEW QUESTIONS:

Selected review questions will be given as assignments to encourage participants to test knowledge after reading chapter reviews to ensure material has been understood. Additional review questions are encouraged, but not required.

PRACTICE TESTS:

(3) Practice Tests will be given during the duration of the course. These tests act as a guide of what sitting for the formal examination will feel like, and evaluating scores to find areas for improvement.

Clackamas Community College

Workshop Outline

Course Prefix: MA

Course Number: 009

Title of Workshop: Medical Assisting Certification Review

Hours of Instruction: 16 hours

Date(s) Offered: TBA

Workshop Continuing Ed Approval: (must choose one of the following. See definitions at bottom of outline for definitions.)

☐ Health & Fitness ☐ Safety ☐ Workforce ☐ Hobby & Recreation ☒ XCTE Supplementary ☐ Other/Unknown

Instructor: Stacie Shelton

Department: Health Sciences

Workshop Description:

This workshop is designed to offer working medical assistants the opportunity to meet certification requirements set forth by the Affordable Care Act effective, January of 2014. This workshop will cover approximately twenty five of the key topics expected to appear on a standard medical assistant certification exam. Participants will be taught a variety of study techniques, along with the chance to engage the material by using hands on practice. Through a series of lecture, lab, online material, visual aids, practice tests, and weekly progress checks, participants will be given chance to successfully sit for the exam of their choice and obtain certification.

Student Learning Outcomes:

Upon successful completion of this workshop, students should be able to:

1. Use their medical assistant knowledge and skills to pass a practice accredited certification exam, which will increase likelihood of passing the national certification exam, required for employment.
2. Distinguish between normal/abnormal vital signs according to NCCT standards.
3. Recognize the five main pharmacology drug classifications and apply knowledge in various medical assistant best practice learning scenarios.
4. Identify gross anatomical structures, and apply knowledge in medical assistant best practice learning scenarios.
5. Ability to identify and perform the steps to clinical based CLIA waived tests in line with CMS regulations.
6. Differentiate between word part, prefixes, and suffix of medical terminology, and utilize medical terminology in best practice learning scenarios. .

Major Topic Outline:

1. Clinical: Vital signs, phlebotomy skills, EKG, Clinical laboratory, pharmacology, anatomy & physiology, infection control and asepsis.
2. Incorporating medical terminology throughout the entire course
3. Administrative: Health care law, ethics, insurance, billing, coding
4. Communication, office management, record keeping,

Definitions for Adult Continuing Education Approvals:

<u>Health & Fitness:</u>	These courses are noncredit and focus on noncompetitive physical fitness and/or health courses that focus on the Knowledge and skills that promote healthy lifestyles over a lifetime. These courses must be at least 6 contact hours in length to qualify for reimbursement.
<u>Safety:</u>	These courses are noncredit and promote safe practices over a lifetime. These courses must be at least 6 contact hours in length to qualify for reimbursement.
<u>Workforce:</u>	These courses are open-enrollment based and noncredit that on the knowledge, skills and personal abilities people need to succeed in the workplace, increase life skills and engage in civic participation. These courses must be at least 6 contact hours in length to qualify for reimbursement.
<u>Hobby & Recreation:</u>	These courses are taken for enjoyment which result in physical activities that individuals could reasonably be

expected to participate in during most of their adult lives, those which result in the collection of objects or the production of works. These courses are non-reimbursable.

CTE Supplementary:

Courses whose intent is to upgrade existing skills and/or designed for persons already employed and seek to improve their job skills or knowledge or for career advancement. These courses must be at least 1 contact hour in length to qualify for reimbursement.

Other/Unknown:

Courses that do not fall into the other defined Adult Continuing Education categories. These courses will most likely be non-reimbursable but in the event they are approved as reimbursable, then the course must be at least 6 contact hours in length to qualify for reimbursement.

Module 1

Topics Covered:

- Pre-Test:
 - Orientation packet:
 - NCCT/ RMA comparison breakdown
 - Syllabus
 - Course outline/ Course Objectives
 - Begin Medical Terminology:
-

Lesson Plan Breakdown

- **Self Introduction & General Classroom (10min)**
 - Personal experience/ background. Restroom locations, emergency exists, cell phone use, etc.
- **Review contents in orientation packet (20 min)**
 - Weekly modules, homework assignments, classroom objectives, discuss different options of certification, go over exam application, and how to apply. Have each participant set personal goals (% desired on exam, reason for wanting to pass, and what it will take personally to get there, what barriers will they need to work through.)
- **Short Ice Breaker- (15 min)**

--Name --Where you work, if currently working-- Yrs of MA experience-- Hobbies (family, outdoors, sports, vacations, etc).
- **Pre-Test (35 min)**

75 Question practice exam.

- **Review Exam (30 min)**

Go over answers. How you felt? What are your areas of weakness?

- **Introduction to Medical Terminology (10 min)**

Discuss flash cards, main topics (prefix, word roots etc.)

Discuss study groups, contact sheet (exchange email address)

Assignments due for next class:

- ❖ Goal setting
- ❖ 10 Medical terminology flashcards

Total time: 120 minutes (2 hours)

Anatomy & Physiology Part 2

1. The measure of acidity or alkalinity of a solution is called
 - a. Acid
 - b. Base
 - c. PH
 - d. Buffer
 - e. Neutral
2. A term that describes a solution that has the same concentration as cell fluid is
 - a. Hypotonic
 - b. Osmosis
 - c. Isotonic
 - d. Intercellular
3. The fibrous bands that support organs to hold them in place are
 - a. Meninges
 - b. Periosteum
 - c. Fascia
 - d. Synovia
 - e. Tendons
4. The membrane that surrounds the heart is the
 - a. Endocardium
 - b. Epicardium
 - c. Mesocardium
 - d. Pericardium
5. The small tip of cartilage at the lower end of the sternum is the
 - a. Zygomatic process
 - b. Manubrium
 - c. Styloid process
 - d. Xiphoid process
 - e. Ethmoid
6. A major muscle is the body that assists in raising the arm away from the body is the
 - a. Extensor carpi
 - b. Biceps femoris
 - c. Sartorius
 - d. Deltoid
7. Cells that carry or transmit impulses toward the CNS are called
 - a. Afferent neurons
 - b. Efferent neurons
 - c. Motor neurons
 - d. Receptors
 - e. Meninges
8. The space(s) in the brain where cerebrospinal fluid is formed is/ are the
 - a. Arachnoid

- b. Meninges
 - c. Ventricles
 - d. Lobes
9. Impulses from the receptors for smell are carried to the brain by the
- a. Proprioceptors
 - b. Glossopharyngeal nerve
 - c. Vestibulocochlear nerve
 - d. Olfactory nerve
 - e. Myelin sheath
10. The hormone that is essential for growth is produced in the
- a. Parathyroid gland
 - b. Adrenal gland
 - c. Pituitary gland
 - d. Thymus gland
11. Which of the following represent layers of the heart
- a. Atria and ventricles
 - b. Ventricles and myocardium
 - c. Endocardium and septum
 - d. Septum and atria
12. The blood vessel that brings blood from the head, chest, and arms back to the heart is the
- a. Aorta
 - b. Pulmonary vein
 - c. Carotid artery
 - d. Superior vena cava
13. The condition of inflammation of the lymphatic vessels is called:
- a. Lymphoma
 - b. Splenomegaly
 - c. Lymphangitis
 - d. Lymphocytopenia
14. The lymphatic system includes the following organs and tissues except
- a. Hypothalamus
 - b. Thymus
 - c. Spleen
 - d. Tonsils
 - e. Adenoids
15. The process in which white blood cells take in and destroy waste and foreign material is called
- a. Immunity
 - b. Phagocytosis
 - c. Hemolysis
 - d. Leukocytosis
16. The structure common to the respiratory and digestive system is the
- a. Trachea
 - b. Larynx
 - c. Esophagus

- d. Pharynx
 - e. Ileum
17. An accumulation of air in the pleural space that may lead to collapse of the lung is called
- a. Hemothorax
 - b. Thoracentesis
 - c. Pleurisy
 - d. Pneumothorax
18. The left shaped cartilage that covers the opening of the larynx is the
- a. Epiglottis
 - b. Soft plate
 - c. Uvula
 - d. Pharynx
 - e. Villus
19. Most of the digestive process occurs in the
- a. Stomach
 - b. Large intestine
 - c. Small intestine
 - d. Esophagus
20. The lining of the stomach has many folds called
- a. Diverticula
 - b. Rugae
 - c. Villi
 - d. Mesentery
 - e. Ulcers
21. The first portion of the small intestine is the
- a. Jejunum
 - b. Ileum
 - c. Duodenum
 - d. Pylorus
22. An accumulation of excessive fluid in the intercellular spaces is called
- a. Acidosis
 - b. Alkalosis
 - c. Edema
 - d. Effusion
 - e. Osmosis
23. The kidneys are located in the
- a. Retroperitoneal space
 - b. Renal pelvis
 - c. Dorsal cavity
 - d. Hypogastric region
24. The term hydronephrosis means
- a. Inability to retain urine
 - b. Involuntary discharge of urine
 - c. Inflammation of the renal pelvis

- d. Distension of the renal pelvis resulting from obstructed flow of urine
 - e. Excessive urine
25. The sex glands of the male and female reproductive system are the
- a. Sperm and ova
 - b. Prostate and uterus
 - c. Testes and ovaries
 - d. Penis and vagina
26. The bone that lies between the hip and the knee is the
- a. Patella
 - b. Femur
 - c. Pelvis
 - d. Ilium
 - e. Tibia
27. The largest artery in the body is the
- a. Superior vena cava
 - b. Inferior vena cava
 - c. Carotid artery
 - d. Abdominal aorta
28. The term that refers to absence of menstrual flow in a woman of reproductive age
- a. Menses
 - b. Uremia
 - c. Dysmenorrhea
 - d. Menopause
 - e. Amenorrhea
29. The hormone produced by the embryonic cells of the fetus
- a. Human chorionic gonadotropin hormone
 - b. Adrenocorticotrophic hormone
 - c. Oxytocin
 - d. Follicle-stimulating hormone
30. A substance necessary for proper formation of a blood clot
- a. Macrophage
 - b. Lipid
 - c. Hemoglobin
 - d. Thrombin
 - e. Albumin
31. The left atrioventricular (AV) valve in the heart is also known as the
- a. Pulmonary valve
 - b. Aortic valve
 - c. Mitral valve
 - d. Tricuspid valve
32. The only artery in the body that carries deoxygenated blood is the
- a. Superior vena cava
 - b. Aorta
 - c. Pulmonary artery

- d. Inferior vena cava
- 33. A localized dilation resulting from weakness of a blood vessel wall is
 - a. Embolus
 - b. Thrombus
 - c. Septal defect
 - d. Aneurysm
- 34. An example of chronic obstructive pulmonary disease is
 - a. Asthma
 - b. Emphysema
 - c. Croup
 - d. Pleurisy
 - e. Pertussis
- 35. A portion of the large intestine is the
 - a. Pylorus
 - b. Jejunum
 - c. Ileum
 - d. Sigmoid
- 36. A chronic degenerative disease of the liver is
 - a. Crohn disease
 - b. Jaundice
 - c. Colitis
 - d. Cholecystitis
 - e. Cirrhosis
- 37. The tube that permits urine to pass from the bladder to the outside of the body is the
 - a. Urethra
 - b. Ureter
 - c. Renal pelvis
 - d. Urinary meatus
- 38. The innermost layer of the uterus is the
 - a. Perineum
 - b. Myometrium
 - c. Endometrium
 - d. Epimetrium
 - e. Cervix
- 39. The frontal or coronal plane of the body divides the body
 - a. Right and left halves
 - b. Equal top and bottom halves
 - c. Unequal right and left sides
 - d. Front and rear
- 40. The membrane attached to internal organs is the
 - a. Mucous membrane
 - b. Cutaneous membrane
 - c. Visceral layer
 - d. Parietal layer

- e. Epithelial layer
41. The term that describes a disorder that breaks down tissues in a body system is
- a. Degenerative
 - b. Infection
 - c. Metabolic
 - d. Neoplastic
42. The study of the cause of any disease or of all factors that may be involved in the development of a disease is
- a. Physiology
 - b. Anatomy
 - c. Histology
 - d. Incidence
 - e. Etiology
43. The chronic skin condition characterized by a red, flat area covered with silvery scales is
- a. Decubitus ulcer
 - b. Urticaria
 - c. Psoriasis
 - d. Shingles
44. Which of the following is not one of the cranial bones
- a. Frontal
 - b. Parietal
 - c. Ethmoid
 - d. Temporal
 - e. Maxilla
45. The bone that is part of the shoulder girdle and is between the sternum and the scapula is the
- a. Clavicle
 - b. Humerus
 - c. Ulna
 - d. Manubrium
46. The type of muscle responsible for producing peristalsis
- a. Cardiac
 - b. Skeletal
 - c. Smooth
 - d. Voluntary
 - e. Diaphragmatic
47. The type of joint motion that allows movement away from the midline of the body such as moving the arms straight out to the sides, is
- a. Circumduction
 - b. Flexion
 - c. Extension
 - d. Abduction
48. The sympathetic system of the autonomic nervous system is responsible for
- a. Constriction of the pupil of the eye
 - b. Decrease in rate of heart beat

- c. Dilation of bronchi of the lungs
 - d. Constriction of blood vessels to skeletal muscles
 - e. Slowing the pulse
49. The portion of the brain that aids in the coordination of voluntary muscle action in the
- a. Cerebellum
 - b. Thalamus
 - c. Medulla oblongata
 - d. Midbrain
50. The area of the heart that initiates a heartbeat is the
- a. Atrioventricular node
 - b. Sinoatrial node
 - c. Right bundle branches
 - d. Purkinje fibers
51. A heart disease that is present at birth is
- a. Atherosclerosis
 - b. Rheumatic heart disease
 - c. Congenital heart disease
 - d. Angina pectoris
 - e. Maternal
52. Which of the following blood vessels is proximal to the heart
- a. Iliac artery
 - b. Carotid artery
 - c. Ascending aorta
 - d. Renal artery
53. The Rh factor in blood is
- a. An antigen that affects a person's blood type
 - b. Responsible for protecting against infection
 - c. One of the clotting factors
 - d. An enzyme that breaks down cholesterol
54. The fluid contained within the body cells is called
- a. Lymph
 - b. Plasma
 - c. Interstitial fluid
 - d. Isotonic
 - e. Intracellular fluid
55. A communicable, infectious disease of the lungs is
- a. Emphysema
 - b. Chronic obstructive pulmonary disease
 - c. Asthma
 - d. Tuberculosis
56. Two important electrolytes found in the body are
- a. Zinc and magnesium
 - b. Sodium and potassium
 - c. Protein and carbohydrates

- d. Nitrogen and carbon dioxide
57. The order of the vertebral column from top to bottom is
- a. Cervical, thoracic, sacral, lumbar, coccyx
 - b. Thoracic, lumbar, sacral, coccyx, cervical
 - c. Coccyx, sacral, lumbar, thoracic, cervical
 - d. Cervical, thoracic, lumbar, sacral, coccyx
58. The muscle located on the anterior thigh and that function to extend the leg is the
- a. Tibialis anterior
 - b. Quadriceps femoris
 - c. Sternocleidomastoid
 - d. Sacrospinalis
 - e. Gluteus maximus
59. The artery located in the upper arm is
- a. Brachial
 - b. Carotid
 - c. Radial
 - d. Subclavian
60. Any foreign substance that enters the body induces an immune response is a(an)
- a. Antibody
 - b. Antigen
 - c. Enzyme
 - d. Immunoglobulin
 - e. Globulin
61. The smaller leg bone, lateral to the tibia, is the:
- a. Femur
 - b. Tarsal
 - c. Patella
 - d. Fibula
62. The small pouch that is the first part of the large intestine
- a. Pylorus
 - b. Duodenum
 - c. Cecum
 - d. Ileum
 - e. Jejunum
63. The hormone that regulates the amount of water that is eliminated with urine is
- a. ADH
 - b. ACTH
 - c. FSH
 - d. TSH
64. Diabetic retinopathy is a result of damage to the
- a. Heart
 - b. Lungs
 - c. Eyes
 - d. Brain

65. The master gland of the body is
- Adrenal
 - Pituitary
 - Pineal
 - Thyroid
66. A fracture of the radius characterized by bending of the bone with the skin left intact is referred to as
- Greenstick, closed
 - Comminuted, open
 - Comminuted, closed
 - Colles, closed
67. Spermatozoa normally fertilize the female ovum in the
- Ovary
 - Cervix
 - Uterus
 - Fallopian tube
68. The glomerulus is a cluster of blood capillaries found in the
- Renal pelvis
 - Calyx
 - Loop of Henle
 - Bladder
 - Nephron
69. The disorder characterized by uncontrollable episodes of falling asleep is
- Narcolepsy
 - Epilepsy
 - Bell palsy
 - Parkinson
70. The regulation of body temperature is controlled by the
- Pancreas
 - Thalamus
 - Pituitary
 - Medulla oblongata
 - Hypothalamus
71. Which of the following substances is not a neurotransmitter
- Acetylcholine
 - Norepinephrine
 - Epinephrine
 - Aldosterone
72. Cranial nerve 1, the olfactory nerve, is related to the sense of
- Sight
 - Smell
 - Sound
 - Taste
 - Touch

73. A blood cell that carries oxygen and has no nucleus is a/an
- a. Leukocyte
 - b. Platelet
 - c. Erythrocyte
 - d. Thrombocyte
74. During respiration, exhaled air contains primarily
- a. Oxygen
 - b. Nitrogen
 - c. Carbon dioxide
 - d. Carbon monoxide
 - e. Nitrous oxide
75. A condition causing a backflow of stomach acid through an incompetent esophageal sphincter is called
- a. GERD
 - b. SAD
 - c. CVA
 - d. IDDM

Module 2

Topics Covered:

- Chapter 5
 - Chapter 6
 - Chapter 8
-

Lesson Plan Breakdown

- **General introduction of topics covered/ HW collection (8 min)**
 - Collect Pre- test summaries
 - Communication, laws/ethics/ written communication
- **Chapter 5 – Communication**
 - Present video of horrible communication styles
 - Breakdown the feedback loop – power point slide
 - Types of communication
 - Various interactions- cultural, disability
- **Chapter 8 – Written Communication**
 - Power Point
- **Pre-Test (35 min)**

75 Question practice exam.
- **Review Exam (30 min)**

Go over answers. How you felt? What are your areas of weakness?
- **Introduction to Medical Terminology (10 min)**

Discuss flash cards, main topics (prefix, word roots etc.)

Discuss study groups, contact sheet (exchange email address)

Assignments due for next class:

- ❖ Goal setting
- ❖ 10 Medical terminology flashcards

Total time: 120 minutes (2 hours)

1. The suffix –emia means
 - a. Blood
 - b. Erudite
 - c. Hematemesis
 - d. Condition of the urine
2. The medical term for expanding or opening wider is
 - a. Dysuria
 - b. Defamation
 - c. Dilate
 - d. Atelectasis
3. The abbreviation for urinalysis is
 - a. UA
 - b. UN
 - c. Hystero
 - d. Urino
4. The medical term for groups of cells with the same function is
 - a. Hormone
 - b. Artery
 - c. System
 - d. Tissue
5. The medical term for the basic unit of body structure is
 - a. Vein
 - b. Tissue
 - c. Cell
 - d. Organ
6. The abbreviation for below or low is
 - a. HUC
 - b. Hyper
 - c. Hypo
 - d. Post or P
7. The medical term for the time when menstruation begins is
 - a. Menopause
 - b. Puberty
 - c. Menarche
 - d. Period
8. The medical term for the time when menstruation stops is
 - a. Reflex
 - b. Growth
 - c. Menopause
 - d. Menarche
9. The abbreviation for gastrointestinal is
 - a. Gtt Or G.T.T
 - b. GYN
 - c. GI

- d. Abd
- 10. The medical Term for involuntary movement is
 - a. Growth
 - b. Reflex
 - c. Puberty
 - d. Stretching
- 11. The medical term for paralysis from the waist down is
 - a. Coma
 - b. Quadriplegia
 - c. Disaster
 - d. Paraplegia
- 12. The medical term for paralysis from the neck down is
 - a. Paraplegia
 - b. Quadriplegia
 - c. Hemiplegia
 - d. Stroke
- 13. The medical abbreviation for by mouth is
 - a. PO
 - b. PMC
 - c. Pc
 - d. Per
- 14. The medical term for paralysis on one side of the body is
 - a. Paraplegia
 - b. Coma
 - c. Hemiplegia
 - d. Quadriplegia
- 15. The abbreviation for dressing is
 - a. Dsg
 - b. Ds
 - c. DSM
 - d. DSS
- 16. The medical term for circular movement around a central point is
 - a. Extension
 - b. Rotation
 - c. Abduction
 - d. Dorsiflexion
- 17. The medical term for palm forward, as applied to the hand is
 - a. Extension
 - b. Flexion
 - c. Supination
 - d. Adduction
- 18. The medical term for decrease in size or a wasting is
 - a. Pronation
 - b. Atrophy

- c. Plantar flexion
 - d. Abduction
19. The medical term for straightening of a body part is
- a. Extension
 - b. Flexion
 - c. Dorsiflexion
 - d. Pronation
20. The abbreviation for postprandial blood sugar is
- a. PP
 - b. Pre
 - c. PPBS
 - d. Post or P
21. The medical term for moving a body part away from the body is
- a. Rotation
 - b. Abduction
 - c. Dorsiflexion
 - d. Pronation
22. The medical term for bending a body part is
- a. Dorsiflexion
 - b. External rotation
 - c. Flexion
 - d. Range of motion
23. The medical term for turning the palm backward is
- a. Pronation
 - b. Adduction
 - c. External rotation
 - d. Supination
24. The medical term for being backward is
- a. Contracture
 - b. Dorsiflexion
 - c. Hyperextension
 - d. Extension
25. The medical term for the abnormal shortening of a muscle is
- a. Adduction
 - b. Extension
 - c. Contracture
 - d. Flexion

Equal Employment Opportunity
CASE is a WIA Title I- financially assisted program and is therefore an equal opportunity employer/program which provides auxiliary aids and services upon request to individuals with disabilities by calling 711 or 800.648.3458 TTY.

US Department of Labor
The CASE grant project (\$18,679,289) is 100% funded through the US Department of Labor's Trade Adjustment Assistance Community College and Career Training program.

DOL Attribution
This workforce solution was funded by a grant awarded by the US Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the US Department of Labor. The Department of Labor makes no guarantees, warranties or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.

This work is licensed under a Creative Commons
Attribution 4.0 International License.

