

Education and Training Provider Name: Animal Resource Center

Academic Program Name: Registered Apprenticeship

Occupational Sector: office & administrative support

Occupation(s): medical secretary (43-6013.00)

Address/Location: 6790 Webster St, Dayton, OH 45414

Length of Program / Duration: 2000 hours

Type of Attainment: Ohio State Apprenticeship Council Certificate of Completion of Apprenticeship

Program Entry/Start: The schedule for taking applications varies. Please contact the sponsor for this information.

Program Description/Synopsis: Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Program Pre-Requisites:

- > **Age:** 18 (16 if in school-to-apprenticeship)
- > **Existing employment with sponsor:** Not Required
- > **High school / GED:** Required
- > **Driving license:** Not Required
- > **Clean criminal record:** Not Required
- > **Previous experience:** (Not specified.)
- > **Miscellaneous:** 16 years old if in school-to-apprenticeship; aptitude test

Program Accreditation: Registered Apprenticeship program approved by the Ohio State Apprenticeship Council

Program Training Capacity: Varies based on industry demand, and is determined by the training provider.

Tuition/Cost: Varies based on industry demand, and is determined by the training provider.

Registration Fee: (Not applicable.)

Completions to Date: [data not available]

Current Enrollment: 0

Completion Rate: [data not available]

Job Placement: Registered apprentices are full-time employees.

Non-Credit Certificate Program: Yes

Program Phone Number: 937-264-5471