Medical Assistant Registered Apprenticeship Program (MARAP)

Participant Quick Reference Guide & Checklist

The Medical Assistant Registered Apprenticeship Program is a unique opportunity to get your career started in the medical field! An apprenticeship program gives you the opportunity to work alongside some great mentors at one of our participating health care employers, while attending classes at a local community college learning the skills to be a medical assistant.

The application period is open from January 14, 2022 - February 11, 2022.

Your Checklist!

☐ Complete and submit the [Application of Interest](#) on our website.

☐ Register and log on to Tovuti (our learning management system that will guide you through the prescreening process).

☐ Get your log in credentials (sent to you at the email you provided).

☐ Complete orientation.

☐ Watch the video series and answer review questions.

☐ Complete and submit the Program Application.

☐ Complete Career Portfolio - MARAP Parts 2-6 (complete in any order, at your own pace).

- Create a Pure Michigan Talent Connect account • Resume • Cover letter
- WorkReady! Assessment • Typing proficiency • Computer literacy
- WorkKeys Assessment (if applicable) • Career Pathway form • O*NET Profiler
- Attend optional interview workshops
- Complete employer application (where applicable)

A few things to note…

Submission of the Application of Interest and Program Application does not guarantee acceptance into the program. All prescreening requirements, including passing assessments, must be completed!

Watch all orientation videos and read the program content on the website and learning management system – there will be checks for understanding along the way!

We encourage you to complete ALL assessments in a timely manner (if applicable).

Building your career portfolio requires uploading several documents – be on the lookout for the Upload boxes throughout Tovuti.

In case you get stuck or need help when you're in Tovuti, the "Need Help?" button is located in the menu on the left side of the screen.

Last day to complete the application process is March 11, 2022.

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PARTICIPANT CHECKLIST & TIMELINE

JANUARY 2022

APPLICATION PERIOD
January 14 - February 11

☐ Visit the MARAP website https://marap.westmiworks.org/
☐ Watch the video series.
☐ Complete and submit the Application of Interest
☐ Receive login information from the learning management system, Tovuti (be sure to check your junk/spam folder).
☐ Complete Career Preparation (complete in any order, at your own pace)
　☐ Orientation: Informational videos/confirmation question
　☐ Resume ☐ Cover letter ☐ WorkReady! assessment ☐ O*NET profiler
　☐ Typing proficiency ☐ Computer literacy ☐ Career pathway form
　☐ WorkKeys assessment
　　☐ Register to take assessment (if applicable).
　　☐ Upload results.

☐ Attend virtual information session 1: January 27.

FEBRUARY

☐ Attend virtual information session 2: February 1.

MARCH

EMPLOYER SELECTION PROCESS
March 16 - April 1

☐ Submit employer application(s). There will be separate applications for each employer. **Last day to apply: April 1.**

APRIL

Employers' final selections due April 8.

☐ Accept employment offer.

CAREER COACH/NEW HIRE MEETINGS
April 13 - May 13

☐ Schedule career coach meeting.
You will receive the contact information for your assigned Career Coach through email. Please schedule your meeting as soon as possible.

MAY

☐ Attend orientation.
GRCC May 5 | MCC May 13

PROGRAM BEGINS
GRCC May 13 | MCC May 16