

FGLM CAREER INSTITUTE

Academic & Vocational Catalog

Medical Assistant Diploma Program

A division of ForGirlsLikeMe Inc., a 501(c)(3) nonprofit

Harvey, IL

Phone: (708) 265-5082 | Email: complaints@forgirlslikeme.org
fglmedu.org

Regulatory Status

FGLM Career Institute is currently applying for its Permit of Approval from the Illinois Board of Higher Education (IBHE), Division of Private Business and Vocational Schools, under the Private Business and Vocational Schools Act of 2012 (105 ILCS 426). **No students are enrolled in the vocational program until IBHE approval is received.** This catalog will be updated with the approval number and effective date once approval is granted.

Catalog published for planning and disclosure purposes. Contents subject to revision prior to IBHE approval and first enrollment.

About FGLM Career Institute

FGLM Career Institute is the healthcare workforce training division of ForGirlsLikeMe Inc., built to remove the barriers that keep people out of healthcare careers: cost, childcare, transportation, and inflexible schedules. Every student in our funded pathway trains for free. Flexible hybrid delivery. On-site childcare support. No late fees. Diplomas and transcripts are never withheld for financial reasons -- ever.

Who This Program Is For

We specifically serve low-income individuals, single parents, first-generation students, at-risk youth ages 18-24, formerly incarcerated individuals, and anyone who has been told that their circumstances make a healthcare career out of reach. We are here to prove that wrong.

Important Disclosures

- Credits or credentials earned at a non-accredited institution may not transfer to other institutions.
- Federal financial aid (Title IV) is not available at this time.
- The CMA credential through AAMA requires graduation from a CAAHEP-accredited program and will not be available until accreditation is achieved.

Program: Medical Assistant Diploma

Program Length	8-12 months (self-paced, hybrid delivery)
Total Clock Hours	760-1,020 hours, depending on concentration selected
Delivery	Hybrid -- self-paced online coursework (24/7 access) + required on-campus hands-on labs + 160-hour clinical externship
Location	Harvey, IL
Credential Awarded	Medical Assistant Diploma (non-degree certificate)
Certification Eligibility	Registered Medical Assistant (RMA) -- American Medical Technologists; Certified Clinical Medical Assistant (CCMA) -- National Healthcareer Association; National Certified Medical Assistant (NCMA) -- National Center for Competency Testing

Core Curriculum (600 Hours -- Required for All Students)

- MA 101: Introduction to Medical Assisting (30 hrs)
- MA 102: Medical Terminology (40 hrs)
- MA 103: Anatomy and Physiology (80 hrs)
- MA 104: Medical Law, Ethics, and Professionalism (40 hrs)
- MA 105: Infection Control and Safety (30 hrs)
- MA 106: Clinical Skills and Procedures (120 hrs)
- MA 107: Patient Assessment and Vital Signs (40 hrs)
- MA 108: Pharmacology and Medication Administration (60 hrs)
- MA 109: Administrative Medical Assisting (80 hrs)
- MA 110: Laboratory Procedures (80 hrs)
- MA 300: Clinical Externship (160 hrs -- supervised, real-world setting)

Optional Concentrations (After Core Completion)

Concentration	Added Hours	Total Hours	Prepares For
Phlebotomy	+120 hrs	880 hrs	CPT -- Certified Phlebotomy Technician (NHA or ASCP)
EKG / Electrocardiography	+120 hrs	880 hrs	CET -- Certified EKG Technician (NHA)
Medical Billing & Coding	+220 hrs	1,020 hrs	CPC (AAPC) or CBCS (NHA)

Phlebotomy: advanced venipuncture, specimen processing, pediatric phlebotomy. EKG/ECG: 12-lead EKG interpretation, Holter monitoring, cardiac telemetry, stress testing. Medical Billing & Coding: ICD-10-CM diagnostic coding, CPT procedural coding, health insurance, medical billing, EHR for billing.

Tuition & Cost

- FREE for qualifying students through WIOA, TANF, or institutional scholarships.
- Self-pay tuition: \$9,000-\$9,500 (interest-free payment plans available).
- No late fees. No collections. Diplomas and transcripts are never withheld for financial reasons.
- FREE childcare, transportation assistance, loaner laptops, and tutoring for all enrolled students.

Admissions Requirements

- High school diploma or GED (or an ability-to-benefit determination).
- Age 18 or older (exceptions considered for 16-17 with documentation).
- Fair-chance admissions -- prior criminal history does not disqualify applicants.
- Completion of an enrollment application and signed Enrollment Agreement.
- Interview with the Student Services Coordinator.

Enrollment Agreement

All students must receive and sign a written Enrollment Agreement before beginning any program of study. The Enrollment Agreement includes: the total cost of the program, the cancellation and refund policy, the schedule of instruction, the credential to be awarded upon completion, and the student's rights and responsibilities. Students are encouraged to read the Enrollment Agreement carefully before signing.

Cancellation & Tuition Refund Policy

Students have the right to cancel enrollment and receive a full refund of all tuition paid, minus any non-refundable fees (none applicable), within **5 business days** of signing the Enrollment Agreement or the first day of class, whichever comes first. After the 5-day cancellation period, refunds are calculated on a pro-rata basis based on the percentage of the program completed at the time of withdrawal:

Point of Withdrawal	Tuition Refunded
Before instruction begins / within 5-day cooling-off period	100%
Withdrawal before 10% completion	90%
Withdrawal at 10%-24% completion	75%
Withdrawal at 25%-49% completion	50%
Withdrawal at 50%-74% completion	25%
Withdrawal at 75% completion or beyond	0%

Diplomas and transcripts are never withheld due to a student's financial balance. Students retain access to their academic records regardless of payment status.

Outcome Targets

FGLM Career Institute has not yet graduated a cohort. The figures below are program **targets**, not reported results. Actual annual outcomes -- enrollment, completions, certification pass rates, and employment outcomes -- will be published here and on fglmedu.org once the first cohort graduates, as required under IBHE Section 1095.240.

Measure	Target
Program completion rate	75%+
First-time national certification pass rate	85%+
Job placement rate within 6 months of graduation	85%+
Starting wages	\$17-\$24/hour, depending on concentration

Accreditation

FGLM Career Institute is **not currently accredited**. We are working toward CAAHEP (Commission on Accreditation of Allied Health Education Programs) programmatic accreditation, with a target of 2029. Students should consider this when evaluating the program, particularly with respect to credit transferability and the CMA credential (see Important Disclosures, above).

Student Complaint / Grievance Procedure

Students may file a complaint with FGLM directly at complaints@forgirlslikeme.org or (708) 265-5082. If a complaint cannot be resolved internally, students may escalate to:

Illinois Board of Higher Education

Division of Private Business and Vocational Schools

1 North Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377

Phone: (217) 782-2551 | Institutional Complaint Hotline: (217) 557-7359 | www.ibhe.org

Contact Information

- Phone: (708) 265-5082
- Complaints & Grievances: complaints@forgirlslikeme.org
- General Inquiries: info@forgirlslikeme.org
- Harvey Facility: Harvey, IL
- Chicago SSO Hub: 111 W. Jackson Blvd, Chicago, IL 60604

Office Hours: Monday-Friday, 9 AM-5 PM. Extended hours available for enrolled students.