



To Whom It May Concern,

We are excited that you are interested in the opportunity to obtain your Certified Medical Assistant certificate with Sarah Bush Lincoln and Lake Land College. SBL is excited to help you move your career into a new direction. Class size is limited; you must meet the following criteria to be considered for the program:

- Employee must have been employed with SBL for **90 days**.
- Employee must **commit to a year of employment** with SBL after the completion of the CMA program.
- Employee cannot have a **critical corrective action** within the last 12 months.
- Employee must complete a full shift of Job Shadowing at SBL with a CMA.
- Employee must complete an interview with the Lake Land College Medical Assistant Program Director.

Applications are due for the Fall Semester by July 15<sup>th</sup>, for the Spring Semester by November 15<sup>th</sup>, and for the Summer Semester by May 1<sup>st</sup>. Please submit your materials to Tracey McCord in Employee and Organizational Development. Applications will be reviewed by a committee who will choose the candidates selected for the program. You will be notified of this determination via email.

Please complete and submit the following:

- CMA Bridge Employee application form (enclosed)
- Agreement of Expectation (enclosed)
- LLC Intent to enroll (enclosed)
- Letter of recommendation from your current leader

***Please submit all information to Tracey McCord in EOD. If you have any questions please contact Tracey at 238-4987 or via email at [TMcCord@sblhs.org](mailto:TMcCord@sblhs.org).***

Sincerely,

A handwritten signature in black ink, appearing to read "Lorenzo Smith", with a stylized flourish at the end.

Lorenzo Smith  
Director of Employee & Organizational Development