

Standard Work Instructions

Process:	SBL – LLC CMA Bridge Program Application Process	Role:	Applicants	Date:	Fall 2022
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Process Step	Description of Process	Notes
1	Download, read, and complete the application packet on the SBL Intranet under Employee Resources, Education, CMA Bridge program.	
2	Meet with your leader to request a required letter of recommendation from them.	Please send letter to Tracey McCord in EOD.
3	Meet with Jessica Tipton in Human Resources to discuss how participation in the program will impact you.	217-258-4059
4	Send completed application to Tracey McCord in EOD. Please include dates that you are available to job shadow a Certified Medical Assistant and include the location you prefer.	LLC – Intent to Enroll & Authorization to Release Information SBL – all forms
5	Complete the job shadowing experience.	
6	Contact the LLC Instructor to discuss questions about the CMA role, the LLC CMA program, the schedule for class, and any other questions you might have.	217-234-5055
7	Following the meeting of the selection committee, you will be notified by the Professional Development Coordinator of your application status via email.	