

2024-25 Program Timeline*	
March 13, 2024 4:30 p.m. Zoom*	Information Meeting: *Register for Zoom link: bit.ly/ROPMAinfo <i>(Reminder: To ensure the availability of enough host departments for internships, no more than 20 students per year can be admitted to the program)</i>
March 15, 2024	DEADLINE TO SUBMIT APPLICATIONS Students return completed applications to their counselor or email them to marinccr@marinschools.org .
March 2024	Counselors submit Applications to Participate to ROP
2024	ROP and teacher review applications and select 20 students for participation.
Start of School -August 2024	Students are welcomed, receive text books, and are reminded of expectations (<i>C+ average, eligible for employment, drug/background screening, 280 internship hours over the summer</i>)
March 2025	Students complete on-line Employment Applications
April 2025	Students complete drug screenings and background checks
	Students complete employment documents (I-9 and W-2)
	Students outreach to department managers to schedule employment interview
	Students are interviewed by Department Managers
June 2025	Students attend Intern Orientation (HIPAA, payroll, safety, infection control, harassment in the workplace, etc.) and computer training (Mainframe and KP Health Connect)
	CPR training
June 1st 2025	1 st day in assigned departments
July 11, 2025	Performance Evaluation conducted by Department Manager
July 25, 2025	Department managers or mentors assess assigned student and verify attainment of appropriate skills.
August 2025	Graduation, final paychecks distributed

*This schedule is subject to change and may adjust based on school calendars. Students will be notified as soon as possible about any changes to the summer internship schedule.

The ROP Medical Assistant Program, started in 2002, is a partnership between the Marin County Office of Education, Terra Linda High School, and Kaiser Permanente San Rafael Medical Center.
For further information: (415) 491-6639 or marinccr@marinschools.org