



2023 CATALOG ADDENDUM

Satisfactory Academic Progress Policy (Revision on page 17 – EFFECTIVE 2/23/2023)

Change Financial Aid Office to Director of Education on SAP Institutional Policy to read, *“The Director of Education evaluates student academic progress at the end of Mid-Point. Students are evaluated on the basis of grade point average (G.P.A.), credit hour completion, and maximum time frame limitation.”*

Graduation Requirements for Surgical Technology Students (Revision on page 16 – EFFECTIVE 2/23/2023)

Clarification that students may take the CST or any examination by a nationally recognized agency to graduate. The revised paragraph will read, *“In addition to the above requirements, Surgical Technology students must also take an examination by a nationally recognized and accredited credentialing agency to graduate.”*

HVACR Offering by Campus (Revision on page 6 – EFFECTIVE 3/10/2023)

HVACR Technician program no longer offered in the Santa Ana campus.

Grievance Policy (Addition on page 28 – EFFECTIVE 3/15/2023)

Added paragraph: *“Please note that the student may contact BPPE or ABHES directly with a grievance.”*

Bureau for Private Postsecondary Education Address (Revision on page 7 – EFFECTIVE 3/15/2023)

BPPE address updated to read, *“1747 North Market Blvd, Suite 225, Sacramento, CA 95834”*.

Faculty (Revision on page 69 – EFFECTIVE 3/29/2023)

Credentials for Catherine Scott to read as follows, *“Catherine Scott, CPHT; Certified Pharmacy Technician by the Pharmacy Technician Certification Board.”*

Graduation Requirements - Physical Therapy Aide/Massage Therapist Program (Addition on page 16 – EFFECTIVE 4/5/2023)

Addition of the following paragraph: *“To qualify for CAMTC certification, students in the Massage Therapist & Physical Therapy Aide program must complete 100% attendance. It is the student’s responsibility to make up any missed hours in this program within the module only. While the student may graduate from the program without completing 100% attendance, failure to make up any missed attendance within the module will result in failure to qualify for CAMTC certification. As a note, CAMTC certification is not a requirement for employment in the state of California.”*

Graduation Requirements - Physical Therapy Aide/Massage Therapist Program (Revision on page 42 – EFFECTIVE 4/5/2023)

Revision of paragraph related to graduation from the program to read, *“Please note that this program requires completion of 100% of total contact hours for students who wish to pursue California Massage Therapy Council certification; in this case, all hours missed must be made up. Additionally, the California Massage Therapy Council CAMTC has specific hour requirements for graduates interested in CAMTC certification and it is the student’s responsibility to complete all hours required for CAMTC certification. For specific CAMTC hour requirements please visit www.camtc.org. As a note, CAMTC certification is not a requirement for employment in the state of California.”*

Costs Not Included in Tuition (Addition on page 67 – EFFECTIVE 4/5/2023)

Addition of the following sentence: “CAMTC certification fees are not covered for students who do not graduate from the Physical Therapy Aide/Massage Therapist program.”

Graduation Requirements – CPR Needed for MBC Students (Addition on page 16 – EFFECTIVE 4/14/2023)

Addition of the following sentence: “...Medical Billing and Coding students must complete CPR training delivered on campus to graduate.”

Externship – CPR Needed for MBC Students (Revision on page 17 – EFFECTIVE 4/14/2023)

Revision of programs where CPR training is required before externship. Revised paragraph to read, “Students in the Medical Assistant, Medical Billing and Coding, Dental Assistant, Physical Therapy Aide/Massage Therapist, and Surgical Technology program are required to successfully complete a CPR class before externship placement.”

CPR Training - CPR Needed for MBC Students (Revision on page 29 – EFFECTIVE 4/14/2023)

Revision of programs where CPR training is required before externship to also include Medical Billing and Coding. The following sentence is also added: “Medical Billing and Coding students must complete CPR training delivered on campus to graduate.”