Main Campus
RIVERSIDE
11801 Pierce St # 100
Riverside, CA 92505
Phone (951) 729-5320
Fax (951) 729-5362

Non-Main Campus
HUNTINGTON PARK
6330 Pacific Blvd # 201
Huntington Park, CA 90255
Phone (323) 585-9000
Fax (323) 585-9009

Non-Main Campus
SANTA ANA
1840 E. 17TH Street
Santa Ana, CA 92705
Phone (888) 430-4224
Fax (951) 729-5362

www.ach.edu

CATALOG

July 1, 2026 – June 30, 2027

REVISION DATE: 11/05/2026

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MISSION STATEMENT

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY offers industry driven career education programs to individuals that are seeking to establish a foundation that leads to a rewarding career or to enhance the continued development of an existing career in a health or technology related field.

The college believes that long-term career success relies on continued education **and** personal enrichment. To achieve this goal, the college provides a quality and **holistic (whole person)** educational opportunity to a diverse student body - a student body which understands that a commitment to achieve goals begins with a continuous and progressive process of self-improvement.

Therefore, we offer an educational approach which culminates in students who:

- Are committed to a health or technology related career.
- Are able to apply skills and knowledge acquired to excel in both their professional and personal lives.
- Are loyal to self and each other.
- Are prepared to assume leadership roles.
- Are aware of the importance of continued education as a means to upward mobility and personal enrichment.

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY aims to provide its students with a competitive edge in the healthcare industry by providing quality educational programs with industry driven curricula for industry demanded professions. Our students, faculty, staff and advisors are all involved in an interwoven pattern which demonstrates the positive effects to be gained from teamwork, professionalism, and a desire for ethical career advancement. By providing quality services, **our goal is to develop graduates who have the knowledge and skills along with the insight and wisdom which allows them to maintain:**

- long-term career success in a health or technology related field
- high self esteem
- a tolerance for difference
- community involvement
- the desire and the ability to be the very best that they can be!

STATEMENT OF OWNERSHIP

American College of Healthcare and Technology (ACHT) is owned and operated by American Education Systems, Corp. The college does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed withing the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 USC Sec1101 et seq.)

INSTITUTION OFFICERS

Amir Baniassad, President & CEO
Siavash Badiei, Vice-President & CFO

APPROVAL TO OPERATE

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY (ACHT), at 11801 Pierce St., #100, Riverside, CA 92505 is a private institution and was granted institutional approval to operate from the Bureau for Private Postsecondary Education, pursuant to California Education Code, relating to private postsecondary education. Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Act of 2009.

THE FOLLOWING PROGRAMS ARE OFFERED (not all programs offered in all campuses):

HEALTHCARE PROGRAMS					
Program Code	**Program Name**	**CIP**	**Clock Hours ******	**Weeks**	**Credit Units**
ST	**Surgical Technology* AOS Degree**	51.0909	1746	78	118

MT&PTA	**Massage Therapist & Physical Therapy Aide*** **	51.0806	800	36	43
MA	**Medical Assistant*** **	51.0801	800	36	43
MBC	**Medical Billing and Coding*** **	51.0799	800	36	43
PT	**Pharmacy Technician** **	51.0805	800	36	43
VA	**Veterinary Assistant*** **	01.8301	800	36	43
DA	**Dental Assistant***	51.0601	840	36	48

TECHNOLOGY PROGRAMS					
Program Code	**Program Name**	**CIP**	**Total Clock Hours *****	**Weeks**	**Credit Units**
HV	**HVACR Technician (Heating, Ventilation, Air Conditioning, and Refrigeration)** **	47.0201	720	36	54

***Program(s) offered only at the Riverside Campus**

****Program(s) offered only at the Riverside and Huntington Park Campus**

*****Program(s) offered at the Riverside, Huntington Park, and Santa Ana Campuses**

******Except for the Surgical Technology program, clock hours above do not include additional hours required for homework and class preparation**

The College also offers the following continuing education short courses approved by the Accrediting Bureau of Health Education Schools ABHES to be offered not within the school's grant of accreditation. These 100-hour courses are offered online and cater to professionals already employed in the construction industry wishing to enhance their technical skills and plan on continuing employment after course completion.

Course Name	Total Hours	Award
Computer Aided Design Drafting CADD	100	Certificate of Completion
Revit	100	Certificate of Completion

Students who successfully complete programs of study will be awarded appropriate diplomas verifying that fact as required by California Statute. Prospective enrollees are encouraged to visit the physical facilities of the college and discuss personal educational occupational plans with staff prior to enrolling or signing an enrollment agreement. The College participates in private, state and federally funded student financial aid programs that provide grants and loans that pay for portions of tuition and fees if the student is eligible. Students are provided with a school catalog electronically prior to signing an enrollment agreement.

All information contained in this school catalog is current and correct and is certified as true by Amir Baniassad, Chief Executive Officer. The catalog is reviewed prior to each class start for accuracy. Any revisions or updates will be posted on the school website with the date of revision.

STATE LICENSE / ACCREDITATION

The Bureau for Private Postsecondary Education granted approval to American College of Healthcare and Technology to operate as an accredited institution under the terms of California Education Code (CEC) section 94890(a)(1) per CEC section 94890(b). Approval to operate means compliance with state standards as set forth in the Ed. Code.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
P.O Box 980818, West Sacramento, CA
95798 Tel: (916) 574-8900
www.bppe.ca.gov

American College of Healthcare and Technology campuses in Riverside, CA, Huntington Park, CA, and Santa Ana, CA are institutionally accredited by the Accrediting Bureau of Health Education Schools ABHES for non-degree programs and programmatically accredited by ABHES for the Surgical Technology Program as an Associate of Occupational Science degree program at the Riverside campus. Students and any member of the public may contact ABHES at:

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
6116 Executive Blvd, Suite 730, N. Bethesda, MD 20852
Tel: (301) 291-7550
www.abhes.org

The Accrediting Bureau of Health Education Schools (ABHES) is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov.

The American College of Healthcare and Technology, Main Campus in Riverside and Non-Main Campus in Huntington Park, California are approved by the California State Approving Agency for Veterans Education to enroll veterans & other eligible persons. The American College of Healthcare and Technology is eligible to participate in the Department of Defense Tuition Assistance program. Copies of school approvals are available from the Director of Compliance or Campus Directors upon request.

PROGRAM INTRODUCTION

The American College of Healthcare and Technology educational programs were created to meet the specialized needs of the healthcare and Technology industry. Our institute offers industry standard facilities, equipment, dedicated instructors & administrative personnel. The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY does not provide English as a second language instruction. All programs are taught in English only. All programs are delivered in a blended manner, with a combination of online synchronous lectures and demonstration, in person lab and clinical/externship experiences, and online asynchronous activities in the online Learning Management System.

HISTORY AND PHILOSOPHY

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY was founded in January 1993 as a learning institution specializing in health education. The college main campus is located at 11801 Pierce Street, Suite 100, Riverside, California 92505. Over the years, the need for well qualified, technical healthcare professionals has grown and expanded due to the ever-increasing regulatory requirements for all medical providers. The current healthcare environment is demanding multi-skilled employees who can work effectively in teams. The staff and advisors of AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY have responded by developing a specialized, industry-oriented curricula, resulting in excellent training programs for the career minded student. We believe that applied learning is the best way to increase the students' retention and comprehension rate. It is for this reason that we combine an externship/directed clinical program in addition to lab work.

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY changed ownership in May2009 and since then has been operating with its new directors, faculty and staff members; the school added the phrase "and Technology" to its name in June 2018. The school opened a non-main campus in January 2013 currently located at 6330 Pacific Blvd., Suite 201, Huntington Park, California 90255, and another non-main campus in September 2018 located at 2081 Business Center Dr., Suite 165, Irvine, CA 92612, which moved to the city of Santa Ana in February 2020.

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY is in the business of growing people - people who are stronger, more autonomous, more self-reliant, more competent and self-directed. We expect the best from people and believe that all people have aspirations and potential to succeed. We believe that, given an opportunity desired, coupled with assistance in opening employment doors that allow for application of training, individuals will take the opportunity and excel.

It is our educational goal to open doors and to assist in creating access to opportunity for individuals who have the desire, aspirations and the level of commitment necessary for succeeding in a new career.

STATEMENT OF NON-DISCRIMINATION

ACHT is an equal opportunity educational institution and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief in its admissions process, educational programs, student services, curricular and extracurricular activities, or employment practices, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Age Discrimination Act of 1975. If you think that you have been subjected to discrimination under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Age Discrimination Act of 1975, you may contact Sahar the Director of Operations, 11801 Pierce Street, Suite 100, Riverside, CA 92505 OR file a complaint with the U.S. Department of Education, Office for Civil Rights at https://www2.ed.gov/about/offices/list/ocr/complaintintro.html, or by email at ocr@ed.gov, or by mail at OCR Headquarters, 400 Maryland Ave, SW, Washington, DC 20202-1100, or by telephone at 1-800-421-3481.

ACADEMIC FREEDOM

The AMERICANCOLLEGE OF HEALTHCARE is dedicated to ensuring that all faculty members enjoy academic freedom during the education process. In keeping with the desire to foster inquiry and critical thinking, the faculty is free to address significantissues, provided thatthe opinions offered are clearly presented as those ofthe individual, not those of American College of Healthcare and Technology. Students have the freedom to explore any field or hold any belief without interference from an instructor.

FACILITIES

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY MAIN CAMPUS is located at 11801 Pierce St., #100, Riverside, CA 92505. Additional classrooms are located in close proximity to the Main Campus at the following addresses:

11801 PierceStreet, main buildingis housedin a modern office facility consisting of approximately 10,000 square feet. There are 12 administrative offices and 6 classrooms and two 2 laboratories. There are classroom tables and chairs and appropriate equipment to support the programs. The medical assisting classroom(s)lecture/lab have a human skeleton model, various anatomical models, Medical Assistant Software/videos, EKG, examination tables, examination screens, examination stools, examination lights, phlebotomy chairs, injection/phlebotomy practice arms, centrifuge, hemoglobin test, teaching stethoscopes, sphygmomanometers (mobile & wall mounted), glucometer, refrigerator, floor scale(s), baby weight scales, eye charts (Snellen/Ishihara), mayo stand(s), eye irrigation syringe, digital thermometer, tympanic thermometers, sinks, eye wash station, CPR equipment , AED machine, microscopes, autoclave, otoscope and various hand instruments. You will also find digital audio-visual overhead projector for faculty/student demonstration and video viewing. The pharmacy technician lab simulates a retail/hospital pharmacy with drug shelving, cash register, vent hood and pharmaceutical supplies. Some of the supplies you might find are medication bottles, pill counting trays, OTC medication bottles, bulk stock medication simulation, IV bag medication, IV bag tubing, mortar and pestles, medication(s) for crushing, measuring cups, mixing and counting medication simulation, syringes teaching ampoules, teaching powders and vials, mock antibiotic medication, mock ep-pens, drug guides, mock crash carts, PDR, mock creams, mock gels, glass slabs, sharp containers and Aquphor ointment. Each classroom has computers and a projector. There is a student lounge with vending machines, refrigerator and microwave.

4181 Flatrock Drive, #100 Riverside, CA, 92505 Surgical Technology
The surgical technology facilities consist of approximately 6,000 square feet housing 6 instructional areas. Instructional areas include 1 classroom and 2 surgical labs. Along with the instructional areas, there is a student resource center, a student break room, surgical lights, laparoscopic tower, operating room furniture, operating tables, autoclave, surgical instruments, skeletal models, computers and video presentation equipment. Reasonable accommodations will be made for qualified students with disabilities in compliance with the law.

4187 Flatrock Drive, #200, Riverside, CA, 92505 Surgical Technology
The surgical technology facilities consist of approximately 6,000 square feet housing 6 instructional areas. Instructional areas include 2 classrooms and 1 surgical lab. Along with the instructional areas, there is a student resource center, a student break room, surgical lights, laparoscopic tower, operating room furniture, operating tables, autoclave, surgical instruments, skeletal models, computers and video presentation equipment. Reasonable accommodations will be made for qualified students with disabilities in compliance with the law.

The Dental lab/lecture room simulates a dental office with ultrasonic accessory kit(s), amalgamator, autoclave, automatic processor, biohazard bags, biohazard containers, biological indicator, cavitron, cavitron inserts, chemiclave, compressor, computer system, curing lights, dental assistant chairs, dental unit with patient chair, dexter heads with dentoforms, instrument trays, lathe, lead apron, manual developer, model trimmer, portable nitrous unit, operator chair, panoramic x-ray unit, slow speed contra, sharps container, slow speed hand-piece, slow speed motor, slow speed straight, slow speed friction head, slow speed latch head, softdent dental program, study model vibrator, ultrasonic cleaner, vacuum forming machine, vacuum system, xray unit and xray view box.

11850 Pierce St., #100, Riverside, CA 92505
The facility is approximately 560 Sq feet. There are 5 offices including the career services department and a resource center with computers and reference materials. There are two programs housed in the facility; Veterinary Assistant and Physical Therapy Aide/ Massage Therapy. The Veterinary Assistant program has a lecture and laboratory classroom. Equipment includes animal skeletons, anatomy models, centrifuge, autoclave, microscopes, diagnostic tools, and various hand instruments. The classrooms have tables, chairs, LCD projector, and computers for educational purposes. The PTA/ MT program has a lecture classroom with LCD projector and computers and a lab that simulates a massage therapy spa. Equipment includes massage tables, massage chairs and appropriate equipment and supplies for massage therapy and physical therapy aide to support the program.

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY NON-MAINCAMPUS in Huntington Park is located at 6330 Pacific Blvd., Suite 201, Huntington Park, CA 90255.

6330 Pacific Blvd, Suite 201, Huntington Park, CA 90255
The campus occupies 5 suites on the second floor of the building (Suites 201, 203, 204, 205, and 206). Here are located 5 administrative offices, 6 classrooms, 4 laboratories (MA, VA, PT and PTA/MT), two common areas (a student break and

student resource area) and three storage areas. In each classroom there are tables, chairs and appropriate equipment to support the programs. Also, each classroom has computers and a projector. The Medical assistant classroom is equipped with classroom tables and chairs and anatomy torso model plus appropriate equipment to support the program such as a computer, printer and a projector. The Medical Assistant laboratory has EKG, phlebotomy chairs, practice arms, exam tables, blood pressure cuffs, microscopes, autoclave, ophthalmoscope/otoscope combo, refrigerator and various hand instruments The pharmacy technician lab simulates a retail pharmacy with drug shelving, cash register, vent hood and pharmaceutical supplies. The Physical Therapy Aide/Massage therapy lab simulates a massage therapy spa. Equipment includes massage tables, massage chairs and appropriate equipment and supplies for massage therapy and physical therapy aide to support the program. The student lounge/break area has a refrigerator and microwaves. Medical Billing and Coding classroom also has desktop computers loaded with software relevant to the curriculum. The Veterinary Assistant program has a lecture and laboratory classroom. Equipment includes animal skeletons, anatomy models, centrifuge, autoclave, microscopes, diagnostic tools, and various hand instruments.

An outside area is available for smoking. Parking at no charge is available for students who drive to school and restrooms and classrooms are wheelchair accessible. The campus is conveniently located near good public transportation and has easy access to the freeway.

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY NON-MAINCAMPUS in Santa Ana is located at 1840 E. 17th Street, Santa Ana,, CA 92705.

1840 E. 17th Street, Santa Ana, CA 92705

The campus covers a total area of 5,261 sq. ft. It is located in the south east area of the city of Santa Ana. The facility has a medium-sized reception area, one classroom equipped with a whiteboard, an overhead projector, and 15-20 desks with desktop computers loaded with relevant Medical and CADD/BIM software, four offices, and a small student lounge/resource center equipped with a refrigerator, water cooler, microwave ovens, and copies of recent journals to complement permanent access to our LIRN online resources. The Medical Assistant Lab and Veterinary Assistant Lab are equipped with the basic tools and instruments needed to support curriculum and program objectives. Wireless Internet connectivity is available to students and visitors throughout the facility. Plenty of free parking is available on adjacent streets.

Facilities and equipment utilized at the Main Campus and Non-Main Campuses fully comply with all federal, state and local ordinances and regulations, including fire, building and health and safety codes. Equipment is owned by the institution. There is necessary equipment used for instructional purposes to enable students to achieve their educational objectives of each program. The campus contains classrooms that are appropriately furnished with laboratory and instructional furniture for the type of work performed.

EQUAL OPPORTUNITY STATEMENT/SEEKING ACCOMMODATIONS

It is the school policy that all admissions, employment, and promotion processes are free from conscious or inadvertent discrimination because of race, age, sex, religion, creed, color, national origin, physical handicap, political affiliation, sexual orientation, or beliefs. This policy applies to hires for all positions and admission of students for all programs. Reasonable accommodations will be made for students with disabilities under state and/or federal law. If an applicant with a disability wishes to enroll, s/he must first contact the Campus Director to discuss possible options to facilitate his/her enrollment and training. Consideration for such students will be made on a case-by-case basis. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, and CFR 668 subpart O, the College abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in the programs and services offered by the College "solely by reason of the handicap." A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability, and the Admission Representative has met with the student, consulted with the Campus director or Director, Director of Education, Program Director and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services. The College is committed to providing reasonable accommodations, including auxiliary aids and/or services to qualified individuals with a disability unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request auxiliary aids or services, please contact the Admission Department at the campus. Students should submit requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as possible.

LIBRARY POLICIES

All enrolled students are provided access to the virtual e-Library LIRN. Learning resources for all programs are available to students before, during, or after class time. In addition to a limited number of hard copy reference materials available on campus, all students have access to the Library and Information Resources Network LIRN, a virtual library providing access for students to millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from ProQuest, Gale Cengage, EBSCO, eLibrary, Books24x7, and others, covering topics for General Education, Business, and Medical programs. LIRN login information and access is posted in the Resource Center and made available to students during Orientation. Please note that copyrighted materials must

be used in conformance with applicable United States copyright and other laws. Downloading or distributing copyrighted material, e.g. documents, books, programs, music, movies, videos, text, etc., without permission from the rightful owner violates the United States Copyright Act. Further, the copying of digital copyrighted materials, such as third-party software, without the express written permission of the owner of the proper license is illegal, unless use of the material is qualified as "fair use," according tothe definition in 17 USC §107.

CLASS SIZE

The maximum number of students in a typical classroom lecture setting is 30 students.
The typical number of students in a laboratory practical application setting is 25 students. The Surgical Technology program laboratory maximum is 10 students and the lab ratio for the Pharmacy Technician program is 12:1, except when performing sterile compounding when the ratio is 8:1.

HOURS OF OPERATION

OFFICE HOURS:

9:00 AM to 6:00 PM – Monday through Thursday and 8:00 AM to 5:00 PM on Fridays; technical support for distance education delivery is available during office hours at 951-729-5320 and 24/7 through the Learning Management System

CLASSROOM HOURS:

Morning Classes:	8:00 AM to 1:00 PM - Monday through Thursday
Mid-Morning:	10:30AM to 3:30 PM – Monday through Thursday
Afternoon Classes:	1:00 PM to 6:00 PM - Monday through Thursday
Evening Classes:	6:00 PM to 11:00 PM - Monday through Thursday

Externship/Clinical Rotation:

Externships/Clinical Rotations are offered during various timeframes according to the needs of the specific program. Hours are set by the host site and will vary.

OBSERVED HOLIDAYS

Winter Recess

Martin Luther King, Jr.'s Birthday

President's Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

THANKSGIVING RECESS: 11/25/2026 through 11/29/2026
WINTER RECESS: 12/18/2026 through 01/03/2027

ADMISSIONS

ENROLLMENT

The college has an open enrollment policy and students may enroll at any time; however, scheduled class start dates in each program are the only days that student may begin classes. Program tentative start and end dates are listed at the back of the catalog as an insert. Enrollment is limited and the college will maintain a waiting list according to eligibility date.

REQUIREMENTS AND PROCEDURES

An individual should apply for admission as soon as possible to be officially accepted for a program and starting date. Applicants may apply for enrollment by contacting Admissions at AMERICANCOLLEGE OF HEALTHCARE, completing an enrollment application and receiving a program presentation and facility tour. Applicants and their families are encouraged to participate in the program presentation, so that they may have an opportunity to ask questions.

The applicant must follow admission procedures and meet the following criteria in order to be considered eligible for enrollment into a program:

- Be at least 18 years of age (under 18 must have parent approval)
- Possess a High School Diploma, GED, or CHSPE, as applicable.
- Complete a personal interview with Admissions as documented in the Application for Admission
- Complete a tour of the campus.
- Be in good general health
- Pass a background check before enrollment in Massage Therapy or Pharmacy Technician programs
- Pass Wonderlic SLE Admissions Test with a minimum score of 18 before enrollment in the Surgical Technology program

In addition to the standard admissions requirements for all programs at the school, students applying for admission in blended (online) programs must demonstrate commitment of availability during delivery, possession of an electronic device capable of Internet connectivity, and access to Internet. If needed, a new laptop computer may be added to the student's finance package at a nominal cost. Note that students' lack of comfort using computers or reliable Internet connection may impair their ability to complete the program, and that students must physically avail themselves for employment upon completion. Online programs do not have any specialized fees in addition to regular tuition. No specialized software is needed for online programs, except for a medical office simulation software already loaded in student laptops and on campus desktop computers as it is needed for the Medical Billing and Coding program. Please note that the school is authorized to offer its blended delivery programs only in the state of California. Blended delivery means that some coursework in the programs may be completed on site and some online. Programs offering blended delivery coursework are Surgical Technology, Dental Assistant, Medical Assistant, Veterinary Assistant, Medical Billing and Coding, Massage Therapist and Physical Therapy Aide, Pharmacy Technician, and HVACR Technician.

Students applying for admission in the Pharmacy Technician or Massage Therapist and Physical Therapy Aide program with a felony or misdemeanor conviction may not be admitted in the program or qualify for licensure., which is a common employment requirement. Students applying for enrollment in the Massage Therapist and Physical Therapy Aide program may not have pending background check results past the cancellation period. Students applying for enrollment in the Surgical Technology program should be aware that they may not be eligible for clinical rotation assignment due to facility required background checks. Students who do not complete clinical rotation are not eligible for graduation. ACHT may not be held responsible should a student enroll despite their own knowledge of a criminal record, regardless of results of background checks run by the school upon enrollment.

Admissions requirements are based on an individual's ability to succeed in the program. A commitment to learning and the desire to pursue a career are important considerations. The American College of Healthcare and Technology does not sponsor visa to students from other countries or vouch for student status and any associated/related charges. American College does not require, offer, or accept ESL (English as Second Language) or TOEFL (Test of English as a Foreign Language) testing transfer or equivalency services. Instruction offered at American College of Healthcare and Technology is offered in English only. The level of proficiency accepted is equivalent to a high school graduate (proof of graduation required). Foreign transcripts will be evaluated at the request of the college at the cost of the student. The entire admissions process is conducted in English to ensure applicant's competency in the language.

ADMISSIONS PROCEDURE

Upon completion of an application for enrollment, interview questionnaire, and completing an interview with an admission representative and touring the facility, satisfactory arrangements will be made for the full payment of tuition.

VACCINATION POLICY

No vaccines are required to enroll in our programs; however, note that some externship sites may have strict vaccination policies in place; therefore, vaccinations against air borne pathogens are highly recommended before enrollment. Vaccines recommended include but are not limited to Covid-19, Influenza, Pneumonia, Pertussis (whooping cough), Tuberculosis (TB), Diphtheria, Measles, and Mumps. You may be exposed to these and other pathogens in the classroom or during externship. While CHAC recommends that students are vaccinated against airborne diseases, some individuals may be at increased risk of complications due to vaccinations. The school recommends that all students see their healthcare provider for guidance on which vaccination is appropriate for them.

Individuals interested in admission may be required (depending on the externship site requirements) to have the following before the first day of externship:

- A negative TB test (PPD) within 12 months and annually while in the program and/or chest x-ray when indicated.
- Immunity to mumps, rubella and varicella verified with proof of vaccine or titer.
- Immunity to tetanus, diphtheria and pertussis verified with proof of vaccine or titer.
- Hepatitis B - Dates of Hepatitis B immunization (student must receive two of the series of three immunizations prior to participation in the externship experience). If immunization series was completed more than 5 years ago, a titer is required.
- Flu vaccine – if the vaccine is declined then a mask may be required to be worn while in the externship facility.

ACCEPTANCE TO THE PROGRAM

Once the admission process is completed, Administration reviews the admissions criteria to determine eligibility. The applicant will be notified of the determination within seven days. The school reserves the right to reject any applicant that it determines will not benefit from the training. Upon approval from Administration, the student will sign an enrollment agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

CREDIT FOR PREVIOUS TRAINING

The Director of Education will evaluate previous education and training that may be applicable to an educational program offered at AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY. Students applying for advanced standing must submit an official transcript with catalog class descriptions to the college for review prior to beginning their program of study.

Credit may be given if the education and/or training were completed at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) where classes and credit values are comparable to those offered at AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY and a grade of C or 70% or better was attained. Students may be required to demonstrate competency in requested transfer classes. Transfer credits are not used in determining grade point averages.

Recognition of credits earned at another postsecondary institution is limited to no more than 50 percent of the total hours required for completion of a designated program. The AMERICANCOLLEGE OF HEALTHCARE does not grant credit for experiential learning. The institution will conduct an evaluation of previous education and training for all eligible persons, grant appropriate credit, shorten the training period proportionately, reduce cost proportionately and notify the student accordingly. The American College of Healthcare and Technology has not entered into an articulation or transfer agreement with any other college or university.

Please note that no credit for previous training may be transferred to the Massage Therapist & Physical Therapy Aide program due to the stringent hour requirements set by the California Massage Therapy Council CAMTC.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at American College of Healthcare and Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American College of Healthcare and Technology to determine if your credits or diploma will transfer.

NOTICE REGARDING EVALUATION OF PRIOR CREDIT EARNED BY VETERAN STUDENTS: ACHT will evaluate all educational credit Veteran students may have completed at postsecondary institutions. Credit will be granted as appropriate; tuition will be

adjusted accordingly.

NOTICE REGARDING COMPLIANCE WITH 38 USC 3679 (e) FOR VETERAN STUDENTS: As long as the student holds a valid Certificate of Eligibility, ACHT will not deny access to classes, libraries, or other institutional facilities, or require that the student borrow additional funds because of the individual's inability to meet his or her financial obligations to the school due to the delayed disbursement funding from VA under chapter 31 or 33.

NOTICE REGARDING PRE-DISPUTE ARBITRATION IN ENROLLMENT AGREEMENTS: Please note that the school cannot require the borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the Department pursuant to 685.206(e); the school cannot, in any way, require students to limit, relinquish or waive their ability to pursue filing a borrower defense claim, pursuant to 685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 685.206(e)(6)(ii).

LICENSURE

PHARMACY TECHNICIAN

Passing a background check is a requirement for enrollment in the Pharmacy Technician program. Requirements to be licensed as a Pharmacy Technician by the California State Board of Pharmacy are as follows:

You must satisfy all requirements for licensure at the time of submitting your application to the State Board of Pharmacy. To be licensed as a pharmacy technician in California, you must qualify under A, B, or C as listed below and be a high school graduate or possess a GED certificate.

A. If you are qualifying by one of the following methods, and Affidavit of completed coursework or graduation for pharmacy technician must be submitted with your application.
   - An Associate Degree in Pharmacy Technician
   - Any other course that provides at least 240 hours of instruction as specified in Title 16 California Code section 1793.69C).
   - A training course accredited by the American Society of Health-System Pharmacists; or
   - Graduation from a school of pharmacy accredited by the Accreditation Council for Pharmacy Education (ACP)

B. If you are certified by the Pharmacy Technician Certification Board (PTC), you must submit certified true copy of your PTCB certificate or the original certificate with your application.

C. If you are qualifying by training provided by a branch of the federal armed services, you must submit a copy of you DD214 with you application.

All Applicants are required to have their fingerprints processed via Live Scan if you reside in California. The fingerprints are electronically submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI) for a criminal background check.

All applicants are required to complete a NPDB-HIPDB Self Query Report. This report is governed by US Department of Health and Human Services. The report shall be submitted in the original sealed envelope with the Pharmacy Technician application. All applicants are required to produce an official high school transcript or GED to the California State Board of Pharmacy. For more information on the process for applying for a pharmacy technician license and application may be obtained on the California State Board of Pharmacy website at www.pharmacy.ca.gov.

MASSAGE THERAPY CERTIFICATION DISCLOSURE

Passing a formal background check is a requirement for enrollment in the Massage Therapist and Physical Therapy Aide program. Background checks will not be conducted for minors. In this case, minors and parents or legal guardians will be required sign an attestation disclosing any criminal background. Applicants are encouraged to conduct their own research regarding background factors that may affect eligibility for certification, particularly through the California Massage Therapy Council (CAMTC). Applicants are strongly encouraged to visit www.camtc.org for further guidance regarding certification.

City and County Massage Permits are NOT required if you are CAMTC (California Massage Therapy Council) certified. American College of Healthcare and Technology is a CAMTC approved school (CAMTC School Approval Code for the Riverside Campus is SCH0127, SCH0126 for the Huntington Park Campus, and SCH0185 for the Santa Ana Campus); therefore, ACHT graduates are eligible for CAMTC Certification upon graduation and fulfillment of all CAMTC requirements. Only those certified by CAMTC are protected by California law and have the right to practice Massage anywhere in California, free from the need to obtain a massage permit from any city or county.

All applicants are required to complete the CAMTC application for Massage Therapist Certification. You are required to complete live scan fingerprints and background check as part of the application process. If you have been convicted of any offense, you are required to report all infractions as well as misdemeanor and felony convictions, even if they have been

adjudicated, dismissed, expunged. You may also be required to provide copies of any documentation you have in relation to the conviction(s). The CAMTC may deny an application for Certified Massage Therapist based on criminal background.

A Certified Massage Therapist (CMT) must complete at least 500 hours of massage education and training from an approved school and must pass a CAMTC approved exam. Per sections (a)(3)(A&B) of AB 1504, students are not required to take and pass an exam to become CAMTC certified in the state of California, but may be required to take a certification exam in other states.

Attendance and/or graduation from a California Massage Therapy Council approved school do not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600et.seq. CAMTC approval could take anywhere from three months to a few years.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about the school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

LICENSURE OR CREDENTIALING IN STATES OTHER THAN CALIFORNIA

Training at ACHT meets all applicable licensure, certification, or credentialing requirements for employment in the state of California. However, the school has not determined whether your training at ACHT will meet licensure, certification, or credentialing requirements in any state other than California. Determination of the physical location of a student is based upon the address provided by the student in the enrollment agreement. To determine whether your training at ACHT will meet the requirements for licensure, certification, or credentialing at another state or U.S territory, please visit the relevant website for the location of your interest as requirements may be different from those applicable in California and may change from time to time.

ACADEMIC SCHEDULE

Students may enroll at any time; however, scheduled program start dates are the only days that students may begin classes. Start dates and end dates are listed as an insert at the back of the catalog. The program has limited enrollment and will maintain a waiting list of eligible students according to eligibility date. However, due to the request and demand for such training, we anticipate steady growth and would therefore have to add additional start dates. In order to meet the needs of the industry, we reserve the right to change or cancel class start dates at our discretion in order to better serve and meet the needs of the industry and prospective students.

DELIVERY METHOD

Programs at the school are delivered in a fully residential or in a blended format. When offered in a blended format, lectures are delivered online, class assignments are completed using the student online platform, and laboratory work is performed on campus. Academic requirements and expectations for residential and blended programs are identical, and all students have full availability of services and resources regardless of delivery method. Weekly schedules include in-person on campus hours and online synchronous and asynchronous hours. Activity in online synchronous and asynchronous hours must be academically related to count for academic credit and integrity, i.e., student's commitment to complete their own work without undue help, is expected.

PROGRAM CHANGES

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY reserves the right, at its discretion, to make changes in the enrollment agreement, program content, materials and/or schedules in the interest of improving the quality of the student's training or where deemed appropriate due to industry changes. The college also reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. As appropriate, changes will be notified to students by publication in the catalog, in person by instructors, electronically by email or by posting in the student online platform. Please note that the school will send notices to addresses provided by the student during the admissions process unless a change of address has been submitted in writing by the student to the Registrar's office.

ADMINISTRATIVE POLICIES

GRADING STANDARDS

A grading system of letter grades, percentages and quality points measures the progress and retention of the student's knowledge and skills.

Tests, quizzes and final exams are administered for each course to monitor progress. The final grade for the entire program will be determined by averaging the final grades for each course.
Final Grades are made up of the following components:

For programs that include a lab is as follows:

Final Exam	25%
Tests and Quizzes	20%
Professional Performance Standards	15%
Lab Skills	30%
Homework	10%
Total	100%

For programs that do not include a lab, the evaluation scale is as follows:

Final Exam	40%
Tests and Quizzes	35%
Professional Performance Standards	15%
Homework	10%
Total	100%

Students will be informed of their progress in each course by grades given on tests, papers, final exams and other assignments. Quality points, which contribute to the student's grade point average (GPA), are outlined as follows The GPA is determined by dividing the total quality points earned by the total credits attempted in courses graded A, B, C or F. Calculation is done on a cumulative basis. Grades of P, NP, I, W, T and AU are not included in the GPA calculation.

QUALITATIVE MEASUREMENTS

The meaning of each grade and its equivalent percentage or quality point value is as follows: Students must achieve a grade of 70 percent (C) or higher in each graded course and a grade of P in each externship or clinical course.

Grade	Meaning	Percent*	Quality Points	In GPA	Pace/Maximum Timeframe
A	Excellent	90–100	4.0	Yes	Attempted and earned
B	Above Average	80–89	3.0	Yes	Attempted and earned
C	Average	70–79	2.0	Yes	Attempted and earned
F	Failing	69 or lower	0.0	Yes	Attempted, not earned
P	Pass (externship/clinical only)	None	None	No	Attempted and earned
NP	No Pass (externship/clinical only)	None	None	No	Attempted, not earned
I	Incomplete (temporary)	None	None	No	Attempted, not earned
W	Withdrawn	None	None	No	Attempted, not earned
T	Transfer credit	None	None	No	Attempted and earned
AU	Audit course	None	None	No	Not counted

***Final Course Grade Rounding Policy**

Effective Date: September 15, 2026, the institution applies standard mathematical rounding to final course grades to ensure fairness, accuracy, and consistency in academic evaluation. Final course grades are calculated to two decimal places and rounded to the nearest whole percentage point as follows:

- Final grades ending in **0.50 or higher** are rounded up to the next whole number.
- Final grades ending at **0.49 or below** are rounded down to the nearest whole number.
- For example, a final calculated grade of 69.50% through 69.99% is recorded as 70%, while a grade of 69.49% is recorded as 69%.

A student whose rounded final course grade meets the institution's established minimum passing requirement is considered to have passed the course, provided all other applicable academic and program requirements have been satisfied.

This policy applies uniformly to all students and courses, except where specific programmatic, competency, licensing, or regulatory requirements establish different standards. Rounding applies only to the final overall course grade and does not apply to individual assignments, examinations, or assessments unless otherwise specified in the course syllabus.

Retroactive Application

This policy was adopted on October 23, 2026, and applies to eligible final course grades earned on or after September 15, 2026, including grades recorded before its formal adoption. Any adjustments to previously recorded grades must be applied consistently, documented in the student's academic record, and comply with applicable institutional policies and regulatory requirements.

The institution maintains accurate records of all final grade calculations and adjustments. This policy does not alter the established minimum passing grade or waive any required academic competencies or program completion requirements.

Footnotes on Qualitative Measures

- P (Pass) is awarded when the student completes all scheduled externship or clinical hours and receives a satisfactory overall rating on the site supervisor's skills evaluation form, as reviewed by the Program Director. NP (No Pass) is awarded when either requirement is not met. P and NP carry no quality points and are not included in the GPA; both count as attempted credits for Satisfactory Academic Progress pace and maximum timeframe, and P also counts as earned credits.
- W (Withdrawn) is recorded when a student withdraws or is withdrawn after attending any portion of a course. W carries no quality points and is not included in the GPA.
- Grades already recorded keep the value they had when assigned.

GRADUATION REQUIREMENTS

To be eligible for graduation, students must:

- Successfully complete the program of study with a minimum of 70% in each graded course and a grade of P in each externship or clinical course.
- Successfully complete 67% of units attempted.
- Successfully complete all required program checkoffs.
- Fulfill all financial obligations to the program and attend the graduate/financial aid exit interview.

In addition to above requirements, Surgical Technology students must also take an examination by a nationally recognized and accredited credentialing agency to graduate and HVACR Technician students must also pass the EPA 608 exam to graduate.

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.

Medical Billing and Coding students must complete CPR training delivered on campus to graduate.

Diplomas will be awarded to students fulfilling graduation requirements and reflect graduation with honors. Students completing only curriculum requirements will have a Graduate Completer status until all graduation requirements are met.

GRADUATION CEREMONY AND FEES

The school celebrates the achievements of its graduates through formal graduation ceremonies held at designated times during the academic year. Participation in the graduation ceremony is optional but encouraged. To be eligible to participate in the graduation ceremony, students must complete all required graduation clearance documentation in addition to the graduation requirements above.

Graduation Ceremony Fee - Students who choose to participate in the graduation ceremony must pay a non-refundable graduation ceremony fee. This fee covers the cost of the cap and gown, diploma cover, printed program, facility, and other event-related expenses. The graduation ceremony fee amount is published annually and subject to change with

appropriate notice. This fee is separate from any tuition or academic fees and is **not required** for students who opt not to participate in the ceremony. Students not attending the ceremony will still receive their diploma upon program completion and fulfillment of all academic obligations.

Graduation Ceremony Tickets - Each graduating student is entitled to a limited number of guest tickets for the ceremony. Additional tickets may be available for purchase, depending on venue capacity.

GRADUATION WITH HONORS

Students who meet the requirements for graduation and whose cumulative grade-point averages meet the following criteria are graduated with the honors indicated. Honors are based on the cumulative GPA, which does not include externship or clinical courses graded P or NP.

HONOR	***MINIMUM GRADE POINTAVERAGE***	***ATTENDANCE***
Cum Laude(with praise)	3.50	85 – 90%
Magna Cum Laude(with great praise)	3.75	90 – 95%
Summa Cum Laude(with highest praise)	4.00	95 – 100%

REQUIRED STUDY TIME

In order to successfully complete the required course assignments, a student is expected to spend time studying outside of regular class hours. The amount of time will vary according to the individual student's abilities and course load. Students are responsible for reading all study materials issued by their instructor and must turn in assignments at the designated time. Enrollment in no less than 12 credits is required to be considered a full-time student.

EXTERNSHIP / DIRECTED CLINICALS

Students may be requested to pass a drug screening test and background check prior to their clinical or externship placement. Host sites for Surgical Technology clinical rotation require background checks prior to placement. Failure to pass background checks will prevent students from being assigned to clinical rotation. Students that do not complete their clinical or externship experience will not be eligible to graduate. Students must be current with required immunizations, coursework, and tuition planning arrangements and paperwork to be eligible for externship/clinicals.

The clinical and externship experience is scheduled by the school for the student. A student performs his/her clinical or externship hours at a program specified site, and according to the times set by the host site. Students should expect the hours and days to vary depending on the host site. Students are required to arrange and pay for their own transportation to and from their assigned clinical or externship experience. Students may commute up to 50 miles to go to their assigned sites.

A student can benefit in several ways by completing their clinical or externship experience successfully. The clinical or externship experience gives the student the opportunity to receive direct industry-related, real-life, hands-on training experience. Potential employment contacts can be made and the experience can be included on a resume. Students are encouraged to treat their clinical or externship experience as if it were a permanent full-time job. A positive clinical or externship experience could lead to potential employment. Policies listed in this catalog, including addenda, apply to all students during their clinical or externship experience as well.

In order to participate in a clinical or externship experience, a student must sign and accept 100% of the terms and conditions in the "Student Externship Acknowledgement and Agreement". The agreement outlines specific terms and conditions that apply to the externship/clinical rotation. Students who do not sign and accept 100% of the terms and conditions of the agreement will not be allowed to enter into clinical rotation or externship and will be terminated from the program. Students in the Medical Assistant, Medical Billing and Coding, Dental Assistant, Massage Therapist & Physical Therapy Aide, and Surgical Technology program are required to successfully complete a CPR class before externship placement. CPR classes are optional for students in all other programs/subject to availability/not charged separately.

Students who are terminated from an externship or clinical rotation site due to work behavior issues (i.e. unprofessionalism, misconduct, insubordination, attendance, tardiness, leaving early, no-show no-call, failure to follow policy and procedure, etc.) may be terminated from the college.

NOTE: ALL STUDENTS SHOULD BE AWARE THAT THE EXTERNSHIP COMPONENT OF THEIR PROGRAM IS ALMOST ALWAYS OFFERED DURING" DAY SHIFT" OFFICE HOURS. ALL EXTERNSHIP HOURS MUST BE COMPLETED IN THE STATE OF CALIFORNIA.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) is defined as the successful progression through an academic program. Every student

must maintain satisfactory academic progress in order to remain eligible to receive federal financial aid. This policy applies to all students enrolled in any program at the school. The school Financial Aid and/or Education Department will notify students whenever an evaluation impacts their eligibility for Title IV, HEA program funds.
In order to receive federal financial aid, students must make satisfactory academic progress toward a certificate or diploma. SAP will be evaluated at the end of the payment period if the student is eligible for a subsequent Title IV payment at the point when the student attended the scheduled credit hours and weeks required by federal regulations, effective for all starts on or after July 1, 2011.
The first payment period is the period of time in which the student successfully completes half of the number of credit hours and half of the number of weeks of instructional time in the program and the second payment period is the period of time in which the student successfully completes the program or the remainder of the program.

SAP standards
Standard 1 – Cumulative Grade Point Average (Qualitative Measure): Students must maintain a cumulative GPA of at least 2.0 at each evaluation point. Only courses graded A, B, C or F are included; P, NP, I, W, T and AU grades are not.
Standard 2 - Pace of Completion (Quantitative Measure): Pace is calculated by dividing the cumulative number of credits the student has successfully completed by the cumulative number of credits the student has attempted. Students must maintain a pace of at least 67%. Externship and clinical courses graded P or NP are included as attempted credits; P is also included as completed credits.
Standard 3 – Maximum Timeframe: The students must complete his/her certificate or diploma program/course within 150% of the published length, as reflected in the Program Chart contained in this catalog. Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of credits in their program). Quantitative Measure or Rate of Progress calculations help assure that students will complete their programs within the maximum time frame.
Effect of Transfer Credit on SAP:
Transfer credit awarded by the college does not affect GPA calculations for SAP but does affect the Pace calculation. Students who change programs will only have credits and grades that are applicable to the new program (including transfer credits) calculated in SAP and Maximum Timeframe. Any credits that were previously taken that are not part of the student's new program of study will not be used in the calculations.

Effects of Incomplete Grades, Withdrawals, Repetitions, and Transfer Credit on SAP:

Incomplete, Withdrawal, P and NP grades do not count in the GPA calculation. All of them count as attempted credits for pace of completion and maximum timeframe, and P also counts as completed credits. When a course is repeated, only the most recent grade is included in the GPA, and every attempt counts as attempted credits for pace of completion and maximum timeframe. Transfer credit awarded by the college does not affect GPA calculations for SAP but does affect the pace calculation. Students who change programs will only have credits and grades that are applicable to the new program (including transfer credits) calculated in SAP and Maximum Timeframe. Any credits that were previously taken that are not part of the student's new program of study will not be used in the calculations. Accepted Transfer credits will count both as attempted credits and completed credits.

SAP Statuses
1. SAP Met: When an SAP evaluation determines a student is meeting both GPA and Rate of Progress requirements, their SAP status will be SAP Met. Students in this status are eligible for financial aid funding.
2. Financial Aid Warning: Students who fall below either the qualitative or quantitative measure will be placed on the Warning status for one payment period. As a result, the student will be required to meet with a student services representative to discuss the minimum requirement(s) not being met and corrective action necessary to satisfy SAP requirements. One-year programs (i.e., those with one academic year) will have one warning period. Students placed on SAP Warning may still have federal aid disbursed to them for one (1) payment period.
3. SAP Disqualification: When a student on SAP Warning status fails to meet SAP at the next evaluation (next completed payment period) or if it is determined during an evaluation that a student cannot mathematically complete the program within the maximum timeframe, they are placed on SAP Disqualification. Students placed on SAP Disqualification are removed from the program and ineligible for federal financial aid.
4. Financial Aid Probation: Students placed on SAP Disqualification who have successfully appealed their SAP status will be placed on SAP Probation. Students on SAP Probation may be eligible for financial aid disbursements for 1 payment period. If an appeal is approved and it's determined a student can meet SAP standards by the end of the subsequent payment period, the student can be placed on SAP Probation without an academic plan.
Basis for appeals may be a death of a student's relative, an illness or injury of the student, or other special circumstances presented by the student. Appeals will be made in writing and contain a detailed explanation as to why the student failed to make satisfactory academic progress and how circumstances have changed to allow the student to demonstrate satisfactory

academic progress at the next evaluation point. If an appeal is approved and it's determined a student will require more than 1 payment period to meet SAP standards again, they will be placed on SAP Probation and must follow an Academic Plan developed for the student by the college. At the end of the subsequent payment period, a review will take place to ensure the student is meeting the requirements of the Academic Plan.

Academic Plan

A plan developed by the college and tailored specifically for each individual student. The plan may include grade requirements, attendance requirements, tutoring requirements, and any other requirements deemed necessary by the college to position the student to be successful. The form will indicate the reason for the warning/failure status and the corrective action needed to achieve the minimum requirement(s) to meet SAP. A student's refusal to sign the form will not exempt him/her from the conditions of SAP Warning or SAP Failure and may lead to further disciplinary action including termination.

Reestablishing Aid Eligibility

If a student is not making Satisfactory Academic Progress and has been placed on SAP Warning or SAP Probation, the student will have one payment period to meet SAP standards again. The student will need to bring their GPA to a 2.0, meet the 67% pace of completion requirement, and be able to complete the program within the 150% maximum timeframe at the next SAP evaluation once the payment period is complete. If a student meets these requirements, their status will be updated to SAP Met and full financial aid eligibility will ensue.

In the event the student is placed on SAP Probation with an academic plan, the student must adhere to the requirements stipulated in the academic plan, and once the academic plan is fulfilled successfully, their status will be updated to SAP Met, and full financial aid eligibility will ensue.

MAKE-UP HOURS POLICY AND INCOMPLETES

The opportunity to do make-up work must be approved by the instructor prior to completing it. It is considered a privilege and shall not be used in the place of the provisions contained in the attendance policy. Make-up work requires approval by the instructor and is documented as part of the student's permanent record. Makeup hours are to be documented by using a Make-Up Hours Log. Hours will be made up hour for hour, day for day.

Students will only be granted approval if the student has an excused absence. An **excused absence** constitutes as the following:

- Illness/quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of the student's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- For the purpose of jury duty in the manner provided for by law.
- Due to illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child.
- For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, or attendance at a religious retreat.

In the case where the student has missed 3 or more consecutive days and is approved for make-up time, documentation must be provided and attached to the make- up hours log. If the student elects to complete the make-up time, the student must not be awarded a grade higher than 90% on the make-up work assigned. If approved, every student has the opportunity to complete make-up time with their instructors on Fridays, before the end of each course. All make-up time must be completed prior to the last day of each course. If the student was absent in the last week of the course and must make-up time, the student must complete it within 7 business days of the course ending.

RETESTS

Students who are not in attendance on the day of or do not pass a test, quiz or final exam with 70% or better may have to retest. Approval by the instructor is required for retesting. Students that retest will have their test score reduced by 10% of the total retest grade.

COURSE COMPLETION POLICY

Students are required to complete all courses and modules in their program of study, and the College does not offer "test outs," "challenge exams," or other mechanisms to bypass required coursework. Credit is awarded upon successful

completion of the course or module or through approved transfer coursework, in accordance with the College's academic and attendance requirements.

NON-CREDIT, REMEDIAL COURSEWORK

Students enrolled at AMERICANCOLLEGE OF HEALTHCARE are not offered non-credit or remedial coursework. Pass/No Pass grades (P and NP), used only for externship and clinical courses, are not counted in the GPA but are counted in pace of completion and maximum timeframe.

COURSE WITHDRAWALS

Students who wish to withdraw from a course during the first school days will be considered a cancel. The students name will cease to appear on any class roster or grade report and grades will not be recorded.

Once the cancellation period has elapsed, a student is considered to have withdrawn from the program when:

- the student's withdrawal is in writing (no particular format required) to the school at their address. Written notice sent by mail shall have an effective date of mail deposit for notices properly addressed and postage prepaid.
- the student is terminated from the program.
- after the student fails to attend school for 14 consecutive calendar days. The date of withdrawal will be considered the last date of recorded attendance.

Students contemplating withdrawal should be aware of the following:

- the course of study they are currently enrolled in is counted in their maximum program completion time;
- they will have to wait until another program start date to repeat the course and this may cause them to exceed their maximum program completion time;
- they will have to repeat the course from which they withdrew prior to receiving a final grade; Repeat coursework will not impact financial aid except where Satisfactory Academic Progress is applicable.
- tuition costs may be affected.

Repeat Coursework

Students may repeat a module twice without ramifications to financial aid or tuition costs. Students should be aware of the impact to Satisfactory Academic Progress by repeating coursework. Students may have to wait until the available module comes back into rotation to be able to repeat. A student who receives a grade of NP in an externship or clinical course must repeat that course and receive a grade of P to graduate. Each externship or clinical attempt counts toward the repeat limit above and toward maximum timeframe.

READMISSION REQUIREMENTS

Any student who wishes to be considered for readmission must submit a written request to the Campus Director and/or designee explaining the reasons for requesting readmission. The letter must clearly demonstrate that the condition(s) causing dismissal to have been corrected to afford the school management a measure of confidence in the student's ability to succeed. Applicants may be required to pass a theory and/or hands-on test for every module where past credit is requested at the sole discretion of the school. Students terminated for not fulfilling financial obligations with the school must make arrangements to satisfy any outstanding balance to be considered for readmission.

ATTENDANCE POLICY

A successful student recognizes the importance of classroom attendance and student participation. Enrollment in College programs assumes maturity, seriousness of purpose, and self-discipline. Regular class attendance is critical to successful completion of each course and program. Attendance is recorded daily for each class and monitored by the instructor. All classes will follow at least a minimum attendance policy as follows:

Class absences or tardiness may result in a reduced grade, regardless of academic performance on tests, quizzes, or assignments.

Absences of fourteen (14) consecutive calendar days without contact may result in termination of enrollment from the College. The Director of Education will make a determination as to whether the student's enrollment may be considered for extenuating circumstances under appeal. A student that has been terminated for attendance may qualify for reinstatement to the College by the School Director and/or Director of Education. The student must wait until the start of the next regularly scheduled session or next available course to re-enter the program. A student wishing to re-enter must be able to complete the program of study within the required maximum timeframe

for completion and must also meet the requirements for satisfactory academic progress.

Students will be considered Tardy regardless of the number of minutes they are late for class or leave before the scheduled end of class. Excessive tardiness will be noted and may result in disciplinary action by the instructor. Therefore, all students are expected to attend the entire class session each day and arrive and leave on time.

Under no circumstances will an absence release a student from completing all work assigned in a given course. After an absence, it is the student's responsibility to check with the instructor about the completion of missed assignments. **Please note that 100% attendance is required for the Massage Therapist & Physical Therapy Aide program graduates who wish to apply for CAMTC certification. A minimum of 70% attendance is otherwise required for all programs.**

Distance education attendance may require completion of assigned work and building competencies in lieu of physical presence.

DEFINITION OF AN ACADEMIC YEAR

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY Academic Year is based upon the quarter system. The Academic Year is defined as 36 quarter credit hours and 36 weeks of instruction, except in the Surgical Technology AOS program where an academic year is 36 quarter credits and 32 weeks of instruction.

LEAVE OF ABSENCE

The Registrar may approve a Leave of Absence and/or waive interim satisfactory standards for certain circumstances. At the time of a request for an LOA, a student must be satisfactorily progressing academically and, given the student's individual circumstances, the school must have a reasonable expectation that the student will return to resume the program.

Students who find it necessary to take a leave of absence must make a written request to the administration and approval is granted on an individual basis. The request must be signed and dated by the student. However, if unforeseen circumstances prevent a student from providing a prior written request, the school may grant the student's request for a leave of absence. In this event, the school will document the decision to grant an LOA without prior written request and will collect the corresponding written request at a later date.

LOA's that are properly approved will be maintained in the student's permanent file. The total of all approved LOAs for a student may not exceed 180 days in any 12-month period. The 12-month period begins on the first day of the student's initial Leave of Absence.

Students returning from leave of absence may have to wait for the appropriate course to be offered, which may cause them to exceed their maximum program completion time. However, no additional institutional charges or extra fees will be assessed for the break in enrollment, nor the student will need to complete additional coursework upon return. Failure to return from a leave of absence will result in termination from the program. Standards of satisfactory progress will not be affected during an approved leave of absence.

In the event that a student who receives federal financial aid is withdrawn from their academic program due to failure to return as scheduled, the commencement of their federal student loan repayment grace period will be marked by their last date of attendance before the start of the Leave of Absence (LOA). This circumstance may result in the loans entering immediate repayment, and the student's eligibility for continued federal financial aid will be subject to review.

In some cases, it may be necessary for the school to return any federal financial aid funds received on behalf of the student to the U.S. Department of Education.

LIABILITY

All personal property is the sole responsibility of the student, and AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

RECORD RETENTION

All records are kept and maintained for a period of not less than 5 years & transcripts are kept indefinitely. Upon proper request, student records are available to students or to their legally designated representatives. All records that the school is required to maintain, in accordance to the California Private Postsecondary Education Act of 2009, are available during business hours for inspection by the Council, the Attorney General, and District Attorney or City Attorney, Accrediting Bureau for Health Education Schools, and the Student Aid Commission.

CODE OF CONDUCT

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY strives to provide a professional learning atmosphere that emulates the daily working environment. Students are required to follow rules of conduct that are typically expected in the working world. Students may be placed on probation, or immediately terminated at the sole discretion of the school for violation of conduct rules. The following list is not meant to be all inclusive, but rather examples of certain actions that would be

considered in violation:

- dishonesty
- use ofprofanity
- insubordination/failure to follow directives
- violation of safetyrules
- useor sale of alcohol and/or drugs on school property
- smoking in areas designated as "non-smoking"
- unprofessional conduct, including disrespecting fellow students, staff or faculty
- vandalism of school property or equipment
- positive drug screening tests
- duplicating school software programs and/or materials without approval
- removing school property from school premises without approval
- threats, acts of violence, or crimes on campus or school related activities
- arriving to school under the influence of any chemical substance
- carrying firearms or knives on school property
- refusal to take tests, finals or complete projects, assignments, presentations and/or attend scheduled lab time.
- utilizing school equipment and/or supplies not assigned or checked out to the student or improper use of equipment and/or supplies
- failure or refusal to adhere to the policies and/or procedures set forth in this catalog.

A student will be removed from probation if, in the opinion of the Program Director/ School Director and/or designee, the student demonstrates adherence to conduct rules. Students who repeat violations will be terminated. Crimes on campus must be immediately reported to the Campus Director. Sexual harassment incidents, whether on campus or off campus at school sponsored or related activities, must be immediately reported to the Title IX Coordinator (Cesar Morales, Director of Compliance, 11801 Pierce St # 100, Riverside, CA 92505; 951-848-7543; cmorales@ach.edu.)

HONOR CODE

Classes and activities at AMERICANCOLLEGE OF HEALTHCARE are conducted under the assumption that students are responsible individuals and will follow generally accepted social standards which prohibit plagiarism, cheating, dishonesty, theft, abuse or defacement of property, and drug and/or alcohol abuse. Individuals found to be in violation of these standards are subject to disciplinary actions that may include dismissal from the school.

MEALS

The student lounge has been provided for eating and drinking and is the only area in the facility to be utilized for eating and drinking. Eating and drinking are not allowed in the classrooms, hallways, or lab areas.

DRESS CODE

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY is deeply interested in setting the stage for all students to assure success in their career endeavors. Many of our employers visit our facility to interview students for jobs, to give special lectures, as well as to instruct certain courses; therefore, it is important that the students convey a professional image at all times. The uniform is provided by the college. A list of items to be purchased will be supplied to the student by the school. The uniform is to be worn by all students from the beginning of the program through externship/clinical rotation. Each student will receive instruction during orientation as to how the ensemble is to be worn. Students are expected to maintain their uniforms in good condition and not substitute any of the garments in the ensemble for personal clothing without prior approval. Please note specific programs may have specific rules regarding dress code, grooming, hygiene, and personal appearance in general. Program specific rules will be described in the corresponding course syllabi. All uniforms are navy blue and bear school logo patches. No jeans of any description, color or style are permitted. No sweatpants, stretch pants or shorts are permitted. No tee shirts of any king are permitted. Clothing/ uniforms not to be too tight or too loose, as this is considered unprofessional. Students in medical programs are to wear white nursing or tennis shoes. No open toe or heal shoes are permitted. No sandals, thongs, slippers, clogs or boots are permitted. No body, facial or tongue piercing. No heavy scented perfumes/colognes. No nail polish or acrylic nails including clear. Nails are to be neat, clean and short in length. No excessive make-up, extreme hair colors or styles are permitted. Long hair must be pulled back at all times. No hats of any type or style. No head coverings, such as scarves, or skullcaps, unless worn based on religious beliefs. All students are expected to be clean and properly groomed daily.

ADVISORY BOARD

It is the intent of AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY to maintain a high level of community involvement. An advisory council comprised of healthcare professionals and prospective employers has been organized to achieve this objective. Members of this council are appointed by management and/or at the suggestion of the faculty. The council functions under independent guidelines. The Board convenes at least annually. The function of this board is to

assist the college with keeping programs' objective, curriculum content, equipment and materials consistent with current workplace technology standards and to facilitate job placement opportunities.

PHYSICAL EXAMINATION/HEALTH STATEMENT/ IMMUNIZATIONS

Based on externship site requirements, students may be required to complete and return to the school a health statement and provide written evidence of a T.B. (Mantoux) test, along with required immunizations prior to externship. The T.B. test must not be over 12 months old by graduation. Due to the increased risk of Hepatitis B exposure to allied health professionals, the school strongly recommends that students in non-patient care programs also be inoculated for Hepatitis B prior to externship. The hepatitis B vaccine is a series of three (3) inoculations with recommended intervals of 0, 1 & 6 months. Students will have to sign a Hepatitis B waiver and hold harmless agreement unless written proof of inoculation is provided.

In addition to the required health examination and T.B. (Mantoux) test, all students enrolled in the Surgical Technology program are required to provide proof of vaccination for the following: Rubella, Rubeola Mumps, Varicella, Hepatitis B, & Tetanus.

When required, students will not be eligible for clinical rotation assignment until written evidence of the above vaccinations; health examination and T.B. tests are received by the college. Failure or refusal to provide the above requirements will be grounds for termination.

Students will not be eligible for clinical rotation or externship assignment until all required immunizations are complete, financial obligations are current, financial aid paperwork is complete and current, and all required course work and/or make-up work is complete. Students should also be aware that delayed clinical rotation or externship assignment will also change their anticipated graduation date, increasing the length of their program of study.

HEALTH / MEDICAL CARE

Students must take proper care of their health if they are to do the best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover. Always remember to notify the school immediately. All medical and dental appointments should be made after school hours. The school will not be responsible for rendering any medical assistance but will refer students upon request to a medical facility. 911 Emergency services will be requested at the sole discretion of the school when deemed fit.

BACKGROUND CHECKS AND DRUG SCREENING TESTS

Students may be required to pass a background check and random drug screening test prior to clinical rotation assignment. Failure to pass the background check and/or drug screening test will result in non-assignment to a clinical site and termination from the college. Students are responsible for paying for the background check and random drug screening test.

Note for Pharmacy Technician students:
If you have ever been convicted or pled no contest to a violation of the law in any state, you must disclose this information to the Board of Pharmacy in your pharmacy technician application, include a full explanation of the type of violation, misdemeanor or felony and provide certified copies of all documents or arrest reports relating to the conviction. The Board of Pharmacy may deny an application for registration as a Pharmacy Technician based on criminal background. The board requires the applicant to have their fingerprints submitted via Live Scan at the time a pharmacy technician application is submitted.

Note for graduates to be certified by the California Massage Therapy Council:
If you have ever been convicted or pled no contest to a violation of the law in any state, you must disclose this information to the California Massage Therapy Council in your massage therapist application for certification, include a full explanation of the type of violation, misdemeanor or felony and provide certified copies of all documents or arrest reports relating to the conviction if requested. The California Massage Therapy Council may deny an application for massage therapist certification based on criminal background. In addition, a student must successfully pass a national massage therapy exam in order to receive certification from the California Massage Therapy Council.

EMERGENCIES

The school reserves the right to close during weather emergencies or other unusual circumstances. Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire course. Attendance on make-up days scheduled as a result of closure is mandatory.

FIRE AND SAFETY PRECAUTIONS

Smoking is not allowed in the buildings. Smoking is permitted outside the building in designated smoking areas only. A

receptacle is placed in the smoking area for you to discard your cigarettes.

The facility is equipped with a sprinkler system in case of fire.

In case of fire, immediately exit the building. From a safe location, away from any fire danger, call the fire department by using "911" emergency access. Be certain you know how to direct the fire department to these buildings at the Main Campus: 11801 & 11850 Pierce St., Riverside, CA 92505 & to the 4181 & 4187 Flatrock Drive, Riverside, CA 92505 or Non-Main Campus: 6330 Pacific Blvd., Suite 201, Huntington Park, CA 90255; Non-Main Campus: 1840 E. 17th Street, Santa Ana, CA 92705.

First aid supplies will be found in the medical assistant laboratory and at the reception desk. These are clearly marked.

Evening students will be required to park in the lighted front parking lot and leave the building together.

MAINTENANCE OF SCHOOL ENVIRONMENT

Each student is responsible for maintaining their personal belongings in an orderly manner. Books and clothing are to be kept in designated areas. Food is not allowed in the classrooms. Only water in containers with lids is acceptable in the classroom. NO food or beverages are allowed in lab areas. Students are allowed to place food items (except open containers) in the refrigerator. All Items are to be taken home on a daily basis. Items left in the refrigerator at the end of the day will be disposed of. A microwave oven is also provided for student use. Students are responsible for keeping the microwave clean. Disregard for the maintenance of cleanliness due to food/beverage consumption will result in the loss of these privileges Students will be required to assist in maintaining cleanliness in the classroom and break room. Cleanliness is part of the workplace and this is where habits begin.

CANCELLATION POLICY

The student has the right to cancel the enrollment agreement and obtain a refund. The school shall refund 100 percent of the amount paid for institutional charges, less a reasonable registration fee of $100.00 if notice of cancellation is made through attendance at the first class session, or the seventh day after class starts, whichever is later. The seven-day period starts on the first scheduled day of class. The scheduled start date is the first day of class. Cancellation is effective on the date written notice of cancellation is sent. The notice of cancellation shall be in writing and submitted directly to the school, and the withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. If the institution provided the first lesson or materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials, when applicable. Enrollment may be automatically cancelled if a student is absent for three days out of the first five days of class. The student may cancel the enrollment agreement in one of two ways: by submitting a written request postmarked on or before the cancellation period to Campus Registrar, 11801 Pierce St # 100, Riverside, CA 92505 OR by sending an email from the student's email address on file with the school requesting cancellation on or before the applicable time period to mtoro@ach.edu. Please note that there is no cancellation for externship-only readmission.

THE FOLLOWING IS THE CANCELLATION PROCEDURE:

If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at a local comparable school.

PAYMENT DELINQUENCY AND COLLECTIONS POLICY

1. Our Commitment to Students - The school is committed to supporting students throughout their education and helping them successfully complete their training. We understand that students may experience financial difficulties, and our priority is to work with them to resolve outstanding tuition balances while making every reasonable effort to prevent interruptions to their education.

Students experiencing financial hardship are strongly encouraged to contact the Business Office as soon as possible. The school will make reasonable efforts to discuss available payment options, establish appropriate payment arrangements, and help students remain in good standing. Although The school will make reasonable efforts to assist students, students remain responsible for meeting their financial obligations as outlined in their signed Enrollment Agreement.

2. Tuition Payment Responsibilities - Students are responsible for paying tuition, fees, and other authorized institutional charges according to the terms and payment schedule outlined in their Enrollment Agreement. A payment becomes delinquent when it remains unpaid after its established due date. The school may contact students by telephone, email, written notice, or other authorized communication methods regarding overdue payments. Students are responsible for promptly notifying the Business Office of financial difficulties, billing concerns, or changes that may affect their ability to meet their payment obligations.

3. Assistance With Delinquent Payments - The school will make reasonable efforts to help students resolve delinquent balances before suspending their enrollment. Depending on individual circumstances and institutional approval, assistance may include:

- Discussing alternative payment arrangements.
- Establishing a modified written payment plan.
- Providing reasonable opportunities to bring the account into good standing.

All alternative payment arrangements must be approved and documented in writing by an authorized institutional representative. Students who comply with an approved payment arrangement may be permitted to continue their studies, subject to applicable institutional and regulatory requirements.

4. Enrollment Suspension After 30 Days of Delinquency - If a tuition payment remains delinquent for **30 calendar days or more**, The school may suspend the student's enrollment if the student has not resolved the outstanding balance or established and complied with an approved payment arrangement. Before suspension, The school will make reasonable efforts to notify the student of the delinquency and provide an opportunity to resolve it.

During an authorized enrollment suspension, students may be prohibited from attending classes, participating in laboratory or externship activities, or accessing instructional functions of the Learning Management System (LMS). Suspension may interrupt a student's training, affect anticipated graduation dates, and result in financial aid or enrollment consequences. The school will make every reasonable effort to avoid suspension when a student is actively cooperating to resolve the delinquency through an approved arrangement.

5. Attendance Requirements During Suspension - Students placed on enrollment suspension must contact The school promptly to resolve their financial obligations and discuss their intention and eligibility to return.

If a student does not establish an approved payment arrangement or does not resume attendance within 14 calendar days following suspension, the student's enrollment will be reviewed and may be terminated in accordance with The school's published attendance and withdrawal policies and applicable regulations.

Federal Title IV regulations require institutions that are required to take attendance to monitor students who stop attending and generally determine their withdrawal status no later than 14 calendar days after their last date of academic attendance, subject to applicable exceptions. The federal 14-day period is measured from the student's last date of academic attendance, not necessarily the date of suspension. A financial suspension does not automatically qualify as an approved leave of absence and does not guarantee continued federal financial aid eligibility. You must contact the financial aid department for more information. Any administrative withdrawal or termination decision will be documented in the student's record.

6. Withdrawal, Termination, and Return of Title IV Funds - Students who cease attending and are determined to have withdrawn will be subject to The school's published withdrawal and refund policies and applicable federal Title IV regulations.

7. Reinstatement Following Suspension - Students seeking to return following a financial suspension must contact the Business Office. Reinstatement may be approved when the student:

- Pays the outstanding delinquent balance in full; or
- Establishes an approved written payment arrangement and complies with its terms.

Reinstatement is also subject to applicable academic standing, attendance, financial aid eligibility, program availability, and institutional requirements. Payment or an approved arrangement does not automatically reverse a completed withdrawal or restore federal financial aid eligibility. You must contact the financial aid for more information. The school will work with eligible students to identify an appropriate opportunity to resume training and complete any missed instructional requirements.

8. Federal Student Loan Repayment Responsibilities - Students who receive federal student loans remain responsible for repaying those loans in accordance with the terms of their loan agreements and applicable federal regulations, even if they withdraw or are terminated before completing their program.

For most Federal Direct Subsidized and Unsubsidized Loans, repayment generally begins following a six-month grace period after the student graduates, withdraws, or drops below half-time enrollment. Students who cease qualifying enrollment are responsible for understanding their repayment obligations and maintaining communication with their federal loan servicer. The school will provide required exit counseling information. Federal student loan obligations are separate from tuition balances owed directly to The school.

9. Outstanding Balances and Outside Collections - The school will make reasonable efforts to communicate with students and provide opportunities to resolve outstanding balances directly. Any outstanding institutional balance that remains unpaid for 12 months or more after its original payment due date may be referred to an authorized outside collection agency. referral to an outside collection agency is discretionary and is not automatic. The school reserves the right to pursue lawful collection of outstanding institutional balances while continuing to treat students fairly and respectfully.

SCHEDULE OF CHARGES

Prior to enrolling and signing an enrollment agreement, students are provided with a schedule of charges for a period of attendance. Please refer to Insert 1 on page 64 and to the Refund Example Table on page 22 of the catalog for the Schedule of Charges for period of attendance and for the entire program by program and schedule at 10%, 25%, 50% and 60%.

INTENT TO WITHDRAW FROM THE PROGRAM

Students may notify the school of their intent to withdraw by mail, in-person, email, or telephone. Mail notices must be sent to the address of the school as shown in the school catalog or the enrollment agreement; in person notices must be provided to the Registrar; email notices must be sent to the Registrar's email address as presented during New Student Orientation; telephone notices must be given at the school telephone number showing in the school catalog, the school website, or the enrollment agreement.

REFUND POLICY

In addition to a Student's Right to Cancel, if you withdraw from the school after starting, you may be entitled to a pro-rata refund of the charges provided you attended 60% or less of the period of attendance you withdrew from. For example, if you completed 50% of the period of attendance prior to withdrawing, you would be eligible for a refund of 50% of the charges for the period of attendance. If you complete 70% of the period of attendance, you will not be entitled to a refund due to completing more than 60% of the period of attendance.

If federal financial aid funds were awarded, a similar calculation will also take place to determine the amount of financial aid funds earned by the student for the time they attended the school. If a student completes more than 60% of the period of attendance for which the federal funds were awarded, the student will have earned 100% of the funds awarded for the period of attendance. If a student completes 60% or less of the period of attendance, a calculation will be completed to determine the amount of funds earned. Any unearned funds will be returned. If the amount of funds earned does not cover the charges in the period of attendance, you may still owe the school for the difference. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs: the student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later; the institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure

to meet financial obligations to the School; the student has failed to attend class for 14 consecutive calendar days; or, the student fails to return from a leave of absence.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- The date you notify a School Official of your intent to withdraw.
- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date you fail to attend classes for fourteen consecutive calendar days.
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds. If a student defaults on a federal or state loan, both of the following may occur: The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; OR, the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. Any excess funds on a student's account will be refunded within 45 days of withdrawing from the school

PRO-RATA REFUND FORMULA

Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Refunds: If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is: 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG, 10) Other

- Deduct the registration, and from the total tuition charge as they are non-refundable

Divide this figure by the number of hours in the program

The quotient is the hourly charge for the program

The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction. The refund would be any amount in excess of the figure derived in subparagraph (D) that was paid by the student. The refund amount minus the amount required by Return to Title IV, if applicable.

If a student withdraws after the period described and has not completed the program, the refund is calculated as follows:

Refund Example

A student completed 60% or less of the period of enrollment: The student enrolled in an 800-hour program but was terminated after completing 160 clock hours. The student paid $5,000 as of the withdrawal date (charges listed below):

Tuition:	$16700.00
Registration Fee	$ 100.00
STRF	$ 42.50
Books	$ 320.00
Misc. Other	$ 245.00

1. Tuition charge in the period of enrollment is $17,407.50 (16700+100+42.50+320+245)

2. Tuition percentage (%) earned is 20% (scheduled completed hours 160 hours divided by 800 hours in the period of enrollment

3. Earned tuition in the period of enrollment is $3,340.00 (16700 * 20%) and add fees/books/Misc/other of $707.50. The refund amount is $952.50 (5000-3340-707.50).

DEFINITION OF A UNIT OF CREDIT

A clock hour is a class period of 50 to 60 minutes of instruction. A quarter credit hour is the equivalent of a minimum of ten (10) class hours of instruction, including appropriate homework and study. Laboratory courses have both practice work and classroom instruction; therefore, these courses require twenty (20) hours of instruction for one quarter credit hour. Externship/directed clinical courses require a minimum of thirty (30) hours of externship / directed clinicals for one quarter credit hour.

GRIEVANCE/APPEAL PROCEDURE

A grievance is any reason for complaint against any school employee. Grievances may be filed verbally, in writing, or by email following the steps below. All grievances and resolutions are documented electronically in the school database.

STEP 1

If a student has a question or grievance regarding a program policy or procedure, he/she should direct the question or concern to the instructor first. The instructor will respond to the written question or concern within three (3) days.

STEP 2

If the problem is not resolved to the student's satisfaction by means of open discussion, the student may present the complaint to the Director of Education. The grievance will be reviewed and a response will be given within seven working days.

STEP 3

If the response does not resolve the grievance to the student's satisfaction, a written response should be submitted to the Campus Director. The grievance will be reviewed and a written response will be given within seven working days.

STEP 4

If the written response does not resolve the grievance to the student's satisfaction, a formal meeting will be scheduled after school hours. The meeting will be private and closed to the general student population. The meeting should be scheduled through Administration. The Campus Director, Director of Education and all persons involved in the grievance will be present. Upon conclusion of the meeting a formal written response will be given to the student within (3) working days which will summarize the meeting's discussions and any resolutions to the grievance. If the resolutions listed in the written response from the formal meeting do not resolve the grievance to the student's satisfaction, he/she is encouraged to contact the following agencies:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)
P.O Box 980818, West Sacramento, CA 95798
Tel:(916) 574-8900
www.bppe.ca.gov

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS (ABHES)
6116 Executive Blvd, Suite 730, N. Bethesda, MD 20852
(301)291-7550
www.abhes.org

Please note that the student may contact BPPE and/or ABHES directly with a grievance.

STUDENT APPEAL PROCESS

Students have the right to appeal decisions made and policies enforced by the College. Appeals may be requested based upon the following circumstances:

- Final grades
- Attendance
- Enforcement of College policies resulting in a change in status or disciplinary action

Appeal of a final grade or attendance:

- Students disputing a final grade or attendance must first meet with or email the instructor within five business days of

the last scheduled class day.
- The student must provide evidence substantiating the request.
- The instructor must review, make a determination, and meet with the student to communicate the decision within three business days.
- The student may appeal the instructor's decision and must email or turn in the hard copy of the appeal to the Campus Director's Office within three business days of the instructor's decision.
- The Campus Director must review, make a determination, and meet with the student to communicate the decision within three business days
- The decision of the Campus Director is final.

Appealing enforcement of College policies:
- Students disputing a decision based on enforcement of College policies resulting in a status change or disciplinary action must appeal in writing within five business days of the decision and submit documentation to the Campus Director's Office.
- An appeals panel will be convened within three business days of receipt of the appeal.
- An appeals panel will review, make a determination, and meet with the student within three to five business days.
- Prior to the appeal panel's final decision, students may choose to appear to present additional information.

SMOKING POLICY

Smoking inside the facility is not allowed. A specific area located on the side of the facility has been designated as the only smoking area. Areas surrounding the facility are not to be used for smoking. Smoking is allowed only before or after class hours and during breaks. Smoking materials must be discarded in appropriate containers.

TEXTBOOKS/EQUIPMENT

All textbooks and equipment needed for successful completion of the program are charged separately from tuition. Students wishing to purchase their own textbooks and/or materials and receive a discount accordingly must sign the corresponding Opt Out Form during the admissions process. Additional reference materials may be received as loaners when requested by instructors. Loaned materials are the property of the school and must be returned in good condition as soon as instructed. To be eligible for a refund on textbooks/materials after canceling or withdrawing from the school, the student is required to return the items in a condition comparable to new within 20 days from the date of determination or cancellation.

TELEPHONE CALLS

Telephone messages will be relayed to students only in the case of an emergency. Telephones in the offices are for faculty and staff use only.

NON-FRATERNIZATION POLICY

Employees of the College are prohibited, under any circumstances, to date or engage in any fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have consented to such conduct. Further, employees may not entertain students or socialize with students outside of the College environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of College policy, and may result in disciplinary action by the College.

Inappropriate employee behavior includes, but is not limited to: flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, social networks, etc.) unrelated to course work or official College matters; giving or accepting rides; giving or offering housing; selling or buying anything even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave in a professional manner towards faculty and staff and will follow the same guidelines as are presented here for employees. If a student witnesses or hears of a College employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to Director of Operations Sahar Andisha at sandisha@ach.edu , Title IX Coordinator (Cesar Morales at cmorales@ach.edu) or Registrar/Student Services Coordinator (Maria Toro at mtoro@ach.edu) immediately.

STUDENT SERVICES

CAREER SERVICES

The Career Services department has experienced and dedicated staff to provide graduates with assistance in externship

and employment. Externship modules provide the student, upon successful completion of the classroom portion of the program, the opportunity to work in an actual medical environment. This work allows students to continue the learning process about this profession as well as the opportunity to directly apply the knowledge and skills they have gained during their classroom training. Externship also serves as a method of applying valuable hands-on experience when students begin the search for regular employment. Externships are conducted in affiliated clinics generally during daytime working hours between 8:00 am to 6:00 pm and scheduled for 30 hours per week (Approximately 6 hours per day) for 240 hours.

Employment assistance is available to all students who successfully complete the requirements for graduation in their respective program but may be denied to a student/graduate who is uncooperative with ACHT staff.
ACHT does not guarantee employment.

While the securing of employment positions cannot be guaranteed, every avenue is pursued to assist students in obtaining desirable employment. ACHT will do everything possible to provide students with the best and most up-to-date job placement opportunities. Although locating a job close to the student's home is desirable, sometimes the best jobs are located within a reasonable distance from the student's home. Prior to externship and job placement, the Career Services department will instruct and guide students/graduates with career planning, interviewing techniques, résumé preparation, completing job applications, professional job counseling, professional attire workshops, interview follow- up, networking, and time management.

To assist staff in their career placement, students must adhere to the following guidelines:

- First impressions are vital. Being neatly dressed and having a clean appearance greatly enhance your chances of making a good impression. Smoking or chewing gum is not acceptable during job interviews, and excessive jewelry or body piercing may be cause for distraction during an interview.

- Being punctual for your interviews is crucial. In addition, you must advise your placement coordinator promptly of any cancellation or rescheduling of your interview(s), as s/he must be regularly informed of the status and results of your interviews – past, present, or future.

- The Career Services department always attempts to find employment within the student's area of interest; however, this may not always provide opportunities. In such

- cases, the department will look to other areas within a reasonable distance from the student's chosen area.

- The chance of placing a student is tremendously improved if the student also aggressively seeks employment opportunities and informs the Career Services department of his/her contacts and activities.

- The Career Services department never warrants guarantees or promises a particular level of compensation. Compensation depends solely on the discretion of employers and their assessment of the graduate's ability to meet the requirements for hire.

- It is essential that the student not only to be proficient in his/her field of study but also be able to sell his/her abilities during an interview.

OUR PLACEMENT SERVICES ARE ALWAYS AVAILABLE TO ACHT GRADUATES!
PLACEMENT DOES NOT STOP WITH THE GRADUATE'S FIRST EMPLOYMENT SITE.
WE ENCOURAGE OUR GRADUATES TO RETURN FOR JOB PLACEMENT ASSISTANCE AT ANY TIME.

ACADEMIC GUIDANCE

Academic guidance is available to all students. If a student is in need of academic guidance, he/she should first talk with his/her instructor. The instructor will assist the student when appropriate and will refer the student to administration for further academic guidance when necessary.

TUTORIAL SERVICES

Tutorial services are available to all students. If a student is in need of tutorial services, he/she should talk with his/her instructor.

STUDENT ACTIVITIES

Activities that encourage school spirit, student interaction and leadership development may be offered throughout the

program. Student involvement is encouraged.

CONSTITUTION DAY

Constitution Day is celebrated yearly on or around September 17. This day commemorates the September 17, 1787 signing of the United States Constitution. The school celebrates this day by holding an educational program for students where information is shared with students and activities are conducted in classrooms aiming at educating on the role of the U.S. Constitution and the importance of this document in setting the system of government in the country and the rights and responsibilities of citizens

CPR TRAINING

CPR training is provided as a one-time courtesy to students in the Surgical Technology, Medical Assistant, Medical Billing and Coding, Dental Assistant, and Massage Therapist & Physical Therapy Aide programs. Students in all other medical programs may also take CPR training as a one-time courtesy if schedule permits. Please note that priority to register for CPR training is given to students in the Surgical Technology, Medical Assistant, Medical Billing and Coding, Dental Assistant, and Massage Therapist & Physical Therapy Aide programs as their externship modules require possession of a CPR card before start, unless externship sites for any other program also require a CPR card. Please also note that, due to the fact that CPR training is a one-time courtesy service to students, it is not charged separately and does not factor into the structure of the tuition at the school. Also note that Medical Billing and Coding students must complete CPR training delivered on campus to graduate.

STUDENT HOUSING

The College does not provide student housing. We do not have dormitory facilities under our control. There is availability of housing in the local Riverside (92505), Huntington Park (90255) and Irvine (92612) areas. The cost of housing varies from approximately $900.00 to $2,500.00 per month for a one-bedroom apartment. Rooms for rent vary from $500.00 to $1,200.00 per month. The college has no responsibility to find or assist a student in finding housing. Current housing information, including availability and rent, may be found online at ForRent.com, Apartments.com, ApartmentGuide.com, or ApartmentFinder.com, among others.

TRANSPORTATION ASSISTANCE

The school maintains a list of information on public transportation, including bus schedules.

CHILDCARE ASSISTANCE

AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY is not equipped or staffed to provide this service to students.

FIELD TRIPS

When appropriate, field trips are arranged to visit industry locations to give students the opportunity to observe real-life applications.

GUEST LECTURERS

Guest lecturers are invited throughout the program to speak to students on current industry topics, career opportunities and to reinforce classroom training.

STUDENT AWARDS

Awards for outstanding achievement are presented to deserving students at graduation based on performance and/or faculty recommendations. Graduates find these awards to be an asset in preparing for future employment. The Education Department can provide information regarding the specific awards presented.

GRADUATION CEREMONY

A formal graduation ceremony is conducted at least once a year. Participants include all eligible graduates.

VOTER REGISTRATION REQUIREMENTS

In order to vote in a California election, you must complete a Voter Registration Form.

- If you are a citizen of the United States;
- If you are at least 18 years of age (or will be by the date of the next election);
- Are not in prison or on parole for a felony conviction.

For your convenience, voter registration forms may be obtained on campus in the Office of Financial Aid.

VOTER REGISTRATION DEADLINE

If you are registering or re-registering less than 15 days before an election you will need to complete the **Same-Day Voter Registration** process and request your ballot in person at your county elections office or polling location. For more information on voter registration and voting locations, contact your local county elections official. For more information on voter registration and voting locations, contact your local **county elections official**.
To register online you will need:

- Your California driver license or California identification card number,
- The last four digits of your social security number and
- Your date of birth.

Your information will be provided to the California Department of Motor Vehicles (DMV) to retrieve a copy of your DMV signature. If you do not have a California driver license or California identification card, you can still use this form to apply to register to vote. However, you will need to take additional steps to complete your voter registration.

Additional Information

Check if you are **registered to vote** and if so, in what county. If you are 16 or 17 years old, you can use this online registration application to pre-register to vote. For more information on registering to vote you may want to visit the Secretary of State's **Frequently Asked Questions**.

Have Questions or Want to Report Fraud?

Call the Secretary of State's Voter Hotline at **(800) 345-VOTE (8683)** or your **county elections office**.

Please review the websites below for more information on voter registration:
General information: https://www.sos.ca.gov/elections/voter-registration
Voter Registration Application: https://www.sos.ca.gov/elections/voter-registration
Where to Vote and How to Vote: https://www.sos.ca.gov/elections/where-and-how
Upcoming Elections: https://www.sos.ca.gov/elections/upcoming-elections
Voter Publications and Resources: https://www.sos.ca.gov/elections/publications-and-resources

SUBSTANCE ABUSE PREVENTION

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY supports "a "drug free" environment and has information available on drug abuse prevention for all students and employees.

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession or use of a controlled substance or alcohol within school facilities l is strictly prohibited. Employees and students violating this rule could be subject to disciplinary action up to and including termination. A random drug screening test may be performed on students prior to entrance into externship/directed clinicals. Positive drug tests and/or failure to comply with this requirement will result in disciplinary action up to and including termination.

ANTI-DRUG PROGRAM

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (public Law 101-226), AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY has implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

The program consists of:

(1) distribution of literature to students and employees on the health and life-threatening risks associated with the use of illicit drugs and alcohol.

(2) dissemination of information to students and employees on the available drug and alcohol counseling services or rehabilitation programs.

The college strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information

available to its students, staff, and instructors. Any individual associated with American College of Healthcare and Technology who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agencies:

Nationwide

- The Center for Substance Abuse Treatment and Referral Hotline (800) 622-HELP
- The Drug Free Workplace Helpline (800) 967-5752
- The National 'Clearinghouse for Alcohol and Drug Information (301) 468-2600

Local

Agency Name	**Riverside County Substance Abuse Administrative Offices**
Street Address:	3525 Presley Avenue
City, State and Zip Code:	Riverside, CA 92507
Phone Number:	(951) 782-2400
Web Site:	www.mentalhealth.co.riverside.ca.us
Agency Name:	**Los Angeles County Department of Public Social Services**
Street Address:	2415 W 6th Street
City, State, and Zip Code:	Los Angeles, CA 90057
Phone number:	(323) 420-2918
Web Site:	http://dpss.lacounty.gov/wps/portal/dpss/main/programs-and-services
Agency Name:	**Orange County Healthcare Agency**
Street Address:	3115 Redhill Avenue
City, State, and Zip Code:	Costa Mesa, CA 92626
Phone number:	(714) 850-8431
Web Site:	http://orange.networkofcare.org/mh/index.aspx

COPYRIGHT INFRINGEMENT POLICY

The school provides that all copyrighted materials "must be used in conformance with applicable United States copyright and other laws." Downloading or distributing copyrighted material, e.g. documents, books, programs, music, movies, videos, text, etc., without permission from the rightful owner violates the United States Copyright Act. Further, the copying of digital copyrighted materials, such as third-party software, without the express written permission of the owner of the proper license is illegal, unless use of the material is qualified as "fair use," according tothe definition in 17 USC §107.

P2P Blocking

Consequently, the ACHT Wi-Fi network is configured through Cisco® firewalls and routers to block the use of Peer-to-Peer ("P2P") file sharing networks that are used to share copyrighted materials, including but not limited to, music, software, movies, and television programs, in violation of the Federal Digital Millennium Copyright Act (DMCA) and other Federal Copyright laws. Students are prohibited from using these file-sharing networks on any ACHT provided network, including the Wi-Fi network. ACHT also uses Websense® software to limit student Internet access to educational and program-relevant material.

Infringement of Copyright Laws

Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials. Criminal copyright infringement is investigated by the Federal Bureau of Investigation. The penalties may depend upon the amount and the willfulness of the infringing activity and can range from civil liability, criminal liability, money damages, including reimbursement of attorney's' fees and costs. In a civil lawsuit, the penalty for copyright infringement canrange from $1,000 to $30,000 per copyrighted work infringed. This penalty can be increased to $150,000per infringed work in cases of particularly flagrant infringement. In the most serious and widespread cases of copyright infringement, criminal prosecution is possible. For details, please review Title 17 of United States Code, §504 and §505. More information may also be obtained from the U.S. Copyright Office at www.copyright.gov .

Investigation of Infringement Complaints

Allegations of copyright infringement by ACHT students who violate the DCMA will be investigated. The infringement will be reported to the School Director or Assistant Director for appropriate action. If ACHT determines that any users have violated any copyright laws, the offending user's access to online services may be terminated or the student may be dismissed. ACHT reserves the right to choose how toaddress or respond to any received allegation of copyright infringement.

Annual Assessment & Amendment

On an annual basis, ACHT shall assess this policy and its program to detect and prevent copyright infringement and unauthorized P2P downloads. This policy may be amended from time to time as ACHT deems it necessary or desirable, subject to applicable statutory and contractual constraints.

TUITION PLANNING

AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY believes that educational cost is primarily the responsibility of students and their families. The Financial Aid Office is responsible for the administration of all students financial aid. It provides information and financial counseling to students and enforces program policies and regulations.

The school participates in state and federal financial aid programs. To receive any assistance under any Title IV, HEA program at an institution for any period of enrollment beginning on or after January 1, 1986, a student (and parent in case of Federal Plus loans) must not be in default or in delinquency on any loan made under the Federal Perkins/National Direct/ Defense Student Loan Program (Title IV, HEA loan) for attendance at any institution, and must not owe a refund on a grant received under the Federal Pell Grant, Federal SEOG, or Federal CSIG program (Title IV, HEA Grant) for attendance at any institution.

Information contained in the Federal Aid Section of this catalog is current as of the date of printing. Due to the frequency of changes in these programs, the information may not be up to date. Current guidelines and regulatory information may be obtained on campus in Financial Aid Office. Consumer information given to students includes The Student Guide from the U. S. Department of Education.

For assistance regarding financial aid information, please contact Katie Shin, Director of Financial Aid at 951-729-5320 or by email at kshin@ach.edu; for assistance regarding consumer information, please contact Cesar Morales, Director of Compliance, at 951-729-5320 or by email at cmorales@ach.edu.

Title IV Programs may be categorized as either "GIFT AID" or "SELF-HELP AID". GIFT-AID consists of grants that are given to a student, and it does not have to be repaid. SELF-HELP AID takes the form of loans which must be repaid.

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY is approved by the US Department of Education to participate in the following Title IV Programs:

Federal Pell
Grants Federal
SEOG
Unsubsidized Direct Stafford Loan
Subsidized Direct Stafford Loan
Direct PLUS Loan
Federal Work Study
WIA
EDD
I-TRAIN
Veterans Benefits

ELIGIBILITY CRITERIA

- High School Diploma / GED / High School homeschool education completion credential, as approved under state law (if state law does not require a homeschooled student to obtain a completion credential—complete a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law)
- Citizen / Eligible Non-Citizen
- Pursuing a Degree / Certificate / Diploma at a participating school
- Demonstrate financial eligibility, if applicable for program
- Statement of educational purpose and Default over payment status
- Not in default / owe refund or repayment
- Not have borrowed in excess of annual or aggregate Title IV loan limits
- Confirmation of registration with selective service (if registration required)
- Maintain Satisfactory Academic Progress
- Possess a valid Social Security Number
- Complete a FAFSA (Free Application for Federal Student Aid)

For additional information regarding eligibility, please visit https://studentaid.gov/understand-aid/eligibility/requirements.

FINANCIAL AID APPLICATION PROCESS

The initial step in initiating the federal financial aid procedure is the completion of the Free Application for Federal Student Aid (FAFSA), which can be accessed at https://studentaid.gov/h/apply-for-aid/fafsa. This crucial step assists in evaluating a student's qualification for federal financial aid. Once an application for admission has been submitted, the processing of federal financial aid will commence. Alongside the FAFSA, the federal financial aid process may necessitate the completion of the following requirements:

- Federal Direct Loan Master Promissory Note (MPN)
- Federal Direct Loan Entrance Counseling

PROFESSIONAL JUDGEMENT & DEPENDENCY OVERRIDES

In cases where unique or exceptional situations affect your eligibility for federal student aid, federal regulations provide financial aid administrators with the ability to exercise discretion or professional judgment (PJ) on an individual basis. With appropriate documentation, the FA office can make adjustments to the data elements on the Free Application for Federal Student Aid (FAFSA®) form, calculate the EFC and provide a revised package based on the adjusted items. All PJ requests require the student and parents of the dependent student to submit supporting documentation.

Students may pursue a Professional Judgment decision based upon the following categories:

- "Special Circumstances" which refers to financial situations such as the loss of a job, etc.; and/or,
- "Unusual Circumstances" which refers to the conditions that justify an adjustment to a student's dependency status based on a unique situation. This is commonly referred to as a "Dependency Override"

A student may have both a special circumstance **and** an unusual circumstance. If a student would like to be considered for an adjustment to their Cost of Attendance or Expected Family Contribution based on a Professional Judgment determination, they will need to meet with the financial aid office for a preliminary assessment and interview and provide any documentation which supports their request. For a more complete list of acceptable documentation, please see the financial aid office. The financial aid office will make a determination as soon as possible but no later than 60 days from the student's request date.

Below are some instances in which a student and/or parent may seek a Professional Judgment, although these are not the only circumstances where Professional Judgment may be applicable:

• Loss of employment or decrease in income for student/spouse/parent(s)
• Change in family size
• Loss of assets
• Medical and dental expenses not covered by insurance
• Unusually high child/dependent care expenses
• Dependency override

Documents required

• Most recent pay stubs from all employers
• Unemployment benefit letter
• Employer's termination letter or email from the employer
• Other documents related to income decrease
• Medical/dental expenses bills
• Documents to substantiate indirect costs above those included in the school's cost of attendance. Examples include but are not limited to a lease agreement, dependent care receipts, transportation costs, etc.

Dependent Student Override

If the student is dependent but believes circumstances are present to establish him/her as "Independent," the student can request a review of his/her unusual circumstances to the financial aid advisor. The following steps are required:
• The student must provide, in writing, a full explanation of his/her unusual circumstances.

• The student must submit written documentation from a 3rd professional party substantiating unusual circumstances that would support a change in dependency. Examples include but are not limited to a letter from a counselor, teacher, doctor, or member of the clergy. It must be in writing and signed and dated by the appropriate party.
• The student is responsible for providing complete written documentation to the financial aid office.

VERIFICATION

The U.S. Department of Education requires schools to participate in the procedures for verifying the information on the Free Application for Federal Student Aid, FAFSA. Any student who completes a FAFSA may be randomly selected for verification by the Department of Education. This verification process involves the review of tax information and household information to ensure the accuracy of the FAFSA application. To complete the verification, students and parents, as applicable, are asked to submit the required documents below to the Financial Aid Office.

The Financial Aid Office will verify all mandatory items required by the U.S. Department of Education. After the initial verification document request has been met, the financial aid advisor will review the information on the FAFSA. If all data matches, we will document the process as completed. We may ask for additional information if we find discrepancies that cannot be explained. The financial aid office must resolve any conflicting information before disbursing any federal financial aid. All federal aid is subject to change until verification is completed and applicable FAFSA correction has been made. The financial aid office is required to review all subsequent IRIS transactions for the entire processing year, even if an earlier transaction was verified.

Students whose financial aid information requires reprocessing, based on the verification process, will have corrections electronically processed by the financial aid advisor. Any corrections will generate an updated Student Aid Report, which the Central Processing System (CPS) will send to the student. The school will receive the subsequent Institutional Student Information Record (ISIR). The Expected Family Contribution (EFC) may change based on the information submitted. If any changes to eligibility occur as the result of verification, the Financial Aid Office will communicate to the student to detail what changes are required via email, phone, or in person and provide revised estimated award notification if necessary.

Verification Tracking Groups and Verification Items

V1 – Standard verification group for tax filers.

- Adjusted gross income
- U.S income tax paid
- Untaxed portions of IRA distributions and Pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education tax credits
- Number of Household members
- Number in college

V1 – Standard verification group for non-tax filers.

- Income earned from work
- Number of Household members
- Number in college

V4 – Custom verification group

- High school completion status and identity/statement of educational purpose.

V5 – Aggregate verification group

- High school completion status, identity/statement of educational purpose

- V1 verification items

Documents Required

- IRS tax return signed by tax filer or Tax transcripts from IRS and 1040X for amended tax return
- IRS verification of non-filing (VNF) letter
- W2 forms
- Verification worksheet
- Other documents as requested
- Government-issued photo identification

Timeline and Deadlines

Allow two weeks to complete the verification process once the verification items have been submitted. The process might take longer if we receive incomplete documents or require additional information. The deadline for a student or prospective student to submit documents as part of the verification process is thirty calendar days after the Financial Aid Office sends a message via email or phone to the student or prospective student indicating he or she has been selected for verification. Federal aid will be forfeited if the student is selected for verification and completes only some required review components by the deadline noted above.

FEDERAL PELL GRANT PROGRAM (Gift-Aid)

Federal Pell Grants are available to eligible undergraduate students who have not yet received bachelor's degrees or professional degrees, are enrolled in degree or certificate programs, and meet program eligibility requirements. Eligibility is also determined on the basis of financial need. A Student's Expected Family Contribution (EFC) is used in determining need. The EFC, along with a student's enrollment status and the length of his or her program of study, determines the amount of the student's award. Funds an eligible student receives from this program do not have to be repaid. The school utilizes Pell Grant formula 4 for non-term credit hours programs.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) PROGRAM

The Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contribution (EFCs) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid.

Nonfederal FSEOG matching - Individual recipient basis

The school ensures that the nonfederal match is made to each individual FSEOG recipient together with the federal share in such a way that every student's FSEOG award consists of 75% federal funds and 25% qualified nonfederal funds. A school using this method calculates and documents on a student-by-student basis what portion of each student's FSEOG award comes from federal funds and what portion comes from nonfederal funds. Note that for the purpose of a Return of Title IV Funds calculation, only 75% of the funds are considered federal funds when a school uses this method of matching.

DIRECT LOANS (DL) (Self-Help Aid)

Direct Loans consist of Subsidized Stafford Loans, Unsubsidized Stafford loans, and PLUS Loans. These Loans are made by the federal government to eligible undergraduate and graduate students and their parents through financial aid offices at participating schools. A student must be enrolled at least half time to be eligible for a loan. Direct Loans have to be paid back.

Subsidized loans and Unsubsidized Loans are made to eligible students enrolled in eligible programs of study, and PLUS Loans are made to eligible parents of dependent undergraduate students who are enrolled in eligible programs of study. Borrowers are not charged interest on Subsidized Loans during certain periods, such as when they are enrolled at least half-time and during grace and deferment periods. Borrowers are charged interest on Unsubsidized Loans and Plus Loans throughout the lives of the loans.

Because the federal governments subsidizes the interest on students' Subsidized Loans, students must show financial need to qualify for these loans. The loan amount is determined by the student's cost of attendance (COA), EFC, and the amount of other aid the student is receiving. Eligibility for Unsubsidized Loan or PLUS Loan is not determined on the basis of financial need. All or a portion of a Unsubsidized Loan or Plus Loan may replace a student's EFC.

Direct Loans are available to eligible students at ACHT. The Loans available will be Federal Subsidized Stafford Loans, Federal

Unsubsidized Stafford Loans and Plus Loans.

The Federal Stafford Loan is designed to make it possible for students to borrow during each award period of undergraduate study from the Department of Education. This is a low-interest loan. Repayment of principal begins six (6) months after the student graduates, leaves school or drops below half-time. **ALL LOANS MUST BE REPAID.**

TERMS AND CONDITIONS

Recipients of a Direct Loan are bound by the terms and conditions outlined in the Federal Direct Loan Master Promissory Note (MPN), available at https://studentaid.gov/mpn/, as well as the Direct Loan Disclosure Statement.

BORROWER'S RIGHTS AND RESPONSIBILITIES

Students & Parents who are recipients of federal financial aid possess different rights and responsibilities as outlined in the Borrower's Rights and Responsibilities Statement, which is attached to the Master Promissory Note (MPN). The statement can be accessed at: https://studentaid.gov/mpn/ by selecting the applicable MPN.

In alignment with HEOA 489, the Amended HEA Sec. 485B, American College of Healthcare & Technology is mandated to notify all loan beneficiaries that any loan acquired by a student or eligible parent will be forwarded to the National Student Loan Data System (NSLDS). The particulars conveyed to the NSLDS will be accessible to guarantee agencies, lenders, and duly authorized institutions utilizing the data system.

FEDERAL WORK STUDY

When available, Federal Work-Study provides part-time jobs, 10-20 hours per week, for students with financial need, allowing them to earn money to pay for the cost of their education. Students must have an unmet financial need to qualify for this program. The program encourages community service work and/or work related to the student's course of study. Jobs are limited and students must maintain a minimum required GPA and attendance percentage to qualify. Additional information on eligibility requirement is available from Student Finance and Financial Aid Departments.
Criteria for FWS selection is as follows:

- Have a current FAFSA on file in the Financial Aid Office and document an unmet financial need (for federal work study positions). The student with higher need takes precedence.
- Be enrolled full time for the term.
- Have an overall GPA of at least 2.0
- Meet Satisfactory Academic Progress policy.

APPLICATION PROCEDURES

All students are encouraged to apply for financial assistance if unable to meet education costs on their own. Applications and required forms are available in the Financial Aid Office. Applications are considered in chronological order.

AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY does not have an application deadline. For more detailed information, contact the Financial Aid Office. Application forms include the Free Application of Federal Student Aid, an Internal Application, a Default Statement, a Residency Questionnaire and a Federal Loan Application, if applicable.

All students who are eligible for Federal Pell Grants, or FFELP Loans may receive awards from these sources and must maintain Satisfactory Academic Progress (as described in this catalog) in order to continue to be eligible to receive Federal Student Financial Aid.

Students applying for loans to pay for program costs should be aware of the following:

A. If you obtain a loan to pay for the course of instruction, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

B. If you are eligible for a loan guaranteed or reinsured by the state or the federal government and you default on the loan:

1. The federal or the state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

2. You may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

OMBUDSMAN NOTIFICATION REQUIREMENTS

In keeping with provisions in the 1998 Reauthorization of the Higher Education Act, the U.S. Department of Education (ED) established an Office of the Ombudsman for student loans. The purpose of this office is to receive, review, and attempt to resolve disputes from student loan borrowers that have not been resolved through normal customer services provided by lenders and guarantors. Final regulations, effective July 1, 2000, require that borrowers be provided information, at certain specified times, on the availability of the ED ombudsman.

The ombudsman may be reached by mail at:

Office of the
Ombudsman Student
Financial Assistance
U.S. Department of Education
Room 3012, ROB #3,
7th and D Streets,
SW Washington, DC 20202-5144

The ombudsman may also be reached by telephone, toll-free, at (877) 557-2575 or on the Internet at http://sfahelp.ed.gov or http://ombudsman.ed.gov.

STUDENT RIGHTS

Students have the right to be assured that information provided by them to determine their eligibility for student aid will be held in confidence within the parameters of the Privacy Act of 1974.

Students have the right to equal consideration in the awarding process with other students in the same stage of process. Students have the right to know the school's disbursement procedure regarding student aid.

Students have a right to know the current satisfactory academic progress policy as described in this catalog.

Students have the right to review their file, including, but not limited to, aid computations, awards, etc. The Financial Aid Office has the right to set the time and date of the file review, no later than ten days from the request date.

STUDENT RESPONSIBILITIES

Students are responsible for making all loan payments, including interest as required by the Federal Stafford or Federal Plus promissory note. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that if a student receives federal student financial aid funds the student is entitled to a refund of the money's not paid from federal financial aid funds.
Students are responsible for notifying the Financial Aid Office of any changes in address, marital status, income, etc. that might affect the student's eligibility for aid.
Students are responsible for maintaining satisfactory academic progress as described in this catalog.
Students are responsible for providing documents to complete the verification process, if applicable.

REFUNDS AND REPAYMENTS

If a student withdraws from school and tuition refund is due, such a refund will be paid in the following order of priority:

1. Direct Loan Program Unsubsidized Stafford Loan
2. Direct Loan Program Subsidized Stafford Loan
3. Direct Parent PLUS Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other programs
7. Student

NOTICE TO APPLICANTS OF TUITION ASSISTANCE

An offer of financial aid is contingent upon receipt of funds from all funding sources. The Financial Aid Office reserves the right to revise offers of aid at any time during the academic year based on availability of funds and procedures mandated by the state or federal authorities. Students' accounts will automatically be credited to satisfy balances owed to the school before credit balances will be issued. Credit balances will be issued within 14 days.

Pursuant to Section 7 of the Privacy Act of 1974, applicants for financial aid are hereby notified that mandatory disclosure of their Social Security Number is required by AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY to verify the identity of each applicant.

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY has several methods of payment for tuition fees. The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY also participates in student federal financial aid programs.

Students should contact the Financial Aid Office for detailed information and counseling on student federal financial aid programs.

ADDITIONAL FUNDING SOURCES

The AMERICAN COLLEGE OF HEALTHCARE AND TECHNOLOGY accepts Worker's Compensation Funding, WIA, TAA& VA. Additionally, periodic payment arrangements may also be made. Please contact Admissions for a full review of all payment options. Individual course costs and fees are detailed at the end of this catalog.

VA BILLING CYCLE

The School Certifying Official (SCO) will certify every modular term by first dividing the total tuition charged by the minimum number of hours considered full-time. SCO will then multiply that per-credit hour cost by the number of hours of enrollment for each modulated term (until the minimum full-time hours are reached) and certify the results. No tuition will be certified for subsequent hours pursued.
Please note that Satisfactory Academic Progress (SAP) policies contained in this catalog apply to all students, including Veteran students. Discontinuation of Title 38 educational benefits will happen when the student is not meeting SAP, as described in the school SAP Policy.

R2T4 FUNDS (RETURN OF TITLE IV FUNDS)

SPECIAL NOTE TO STUDENTS RECEIVING UNSUBSIDIZED / SUBSIDIZED / PLUS / PERKINS LOANS, ACG / NATIONAL SMART / PELL / SEOG GRANTS OR OTHER AID:

If you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned.

Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received.

Withdrawal Calculations:

Once the student has been determined by the institution to have withdrawn from the course of study, the institution will determine if the student received or was entitled to receive Federal Funds from the Title IV Financial aid programs available at the institution during the payment period (or enrollment period). If the answer is YES, the institution will conduct two distinctive and different calculations. Those calculations are described as follows:

R2T4 Funds:

This formula determines the percentage of time that the student completed of the payment period or enrollment period in a course at the time of the student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order:

1. Unsubsidized Direct Loan Program
2. Subsidized Direct Loans Program
3. Direct Parent PLUS Loan
4. Federal Pell Grant
5. Federal SEOG

If the calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans. If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of $50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

Post Withdrawal Disbursement:

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the

student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a **second and different calculation** using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

REFUNDS

If any refunds are due based on the R2T4 calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

The order of payment of refunds is:

1. Unsubsidized Direct Loan Program
2. Subsidized Direct Loans Program
3. Direct Parent PLUS Loan
4. Federal Pell Grant
5. Federal SEOG

This order would apply in accordance to the aid programs available at the institution.
Please see disclosures in Student Orientation Packet for full financial aid disclosures.

PROGRAM CANCELLATION

If a program is canceled subsequent to a student's enrollment and before instruction in the program has begun, the school shall at its option:

a. Provide a full refund of all money paid or
b. Provide for completion of the program at a local comparable school

SCHOOL CLOSURE

If the school closes subsequent to a student's enrollment and before instruction in the program has begun, the school shall at its option:

a. Provide a full refund of all money paid or

b. Provide for completion of the program at a local comparable school

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the American College of Healthcare and Technology receives a request for access. A student should submit to the registrar, Campus Director or Assistant Director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask the school to amend a record should write the school official responsible for the record,

clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the American College of Healthcare and Technology in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the American College of Healthcare and Technology who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the American College of Healthcare and Technology.

   Upon request, the school also discloses education record without consent to officials of another school in which a student seeks or intends to enroll. American College of Healthcare and Technology will make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the American College of Healthcare and Technology to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Ave, SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the American College of Healthcare and Technology whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(l)(i)(B)(J)- (a)(l)(i)(B)(2) are met.
- The student's enrollment or transfer, subject to the requirements of §99.34.

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information the school has designated as "directory information" under §99.37.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.



OVERVIEW OF PROGRAMS
PROGRAM CHARTS
COURSE DESCRIPTIONS

SURGICAL TECHNOLOGY PROGRAM

Program Code: ST

Program Title: Surgical Technology Associate of Occupational Science (AOS) Degree Program

Length of Program:

Surgical Technology AOS Degree Program: 1746 Total Clock Hours 78 Weeks 118 Credits
Please note that Total Clock Hours include hours required to complete homework and/or prepare for class.

CIP Code: 51.0909

SOC Code: 29-2055.00

Links to Occupational Profiles: http//www.onetonline.org/crosswalk

O*Net Occupational Titles for Surgical Technologists (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation**):**

Surgical Technologist, Surgical Technician, Certified Surgical Technologist (CST), Operating Room Surgical Technician, Surgical Scrub Technologist, Surgical Scrub Technician, Endoscopic Technologist, Operating Room Technician.

Admission Prerequisites:

High school diploma, a recognized equivalency diploma, passing an admissions test determined by the school, qualification questionnaire and personal interview with Admissions.

Program Description:

The Surgical Technologist is the operating room's team expert in aseptic(sterile) technique. He/she is responsible for maintaining the integrity, safety, and efficiency of the sterile field throughout the surgical procedure. The Surgical Technologist is qualified to prepare and arrange the instruments and equipment, anticipate, plan for, and respond to the needs of the Surgeon. Other duties require cutting suture material, holding retractors, preparing specimens for pathologic analysis and the application of sterile dressings. Surgical Technologists can also be a part of the Central Processing department team. Teamwork is essential. Therefore, each surgical member makes a unique contribution in reaching the goal of providing the highest level of patient care.

Surgical Team Members:

Surgeon, Anesthesiologist, Registered Nurse, Surgeon's Assistant, Nurse Anesthetist, Surgical Technologist

Program Objective:

The Surgical Technology program is designed to provide students with the knowledge and skills necessary to qualify for entry-level positions in a variety of areas. Principles of bioscience, surgical procedures, patient centered care, aseptic technique, and surgical instrumentation and equipment will be learned. Graduates will be awarded an associate degree upon successfully completing the program. Due to the broad educational background, surgical technologists function well in a number of diverse areas. Their multi- competency is demonstrated in the following positions: Surgical Technologists can be found working for the following various types of organizations: Surgeons' offices, Hospitals, Pharmaceutical Companies, Central Processing Departments, Clinics, Ambulatory (Outpatient) Surgery.

Delivery Method:

This program is delivered in a blended format. The blended format requires that students complete some required classes/modules online synchronously via teleconferencing, asynchronously via the school's Learning Management System, and in person at school laboratories on campus. Externship must be completed in person at affiliated sites.

SURGICAL TECHNOLOGY PROGRAM CHART						
Course Code	**Course Name**	**Total Credit Hours**	**Ext/Int Hours**	**Total Contact Hours**	**Outside Class Hours**	**Weeks**
ENG 101	English Communication	5		50	20	2
BIO 101	Introduction to Biology	4		50	20	2
MATH 101	College Algebra	4.5		50	20	2
ST 100-1	Anatomy & Physiology I	8		80	40	4
ST 100-2	Anatomy & Physiology II	8		80	40	4
ST 100-3	Anatomy & Physiology III	8		80	40	4
ST 200-1	Introduction to Surgical Technology I	7		80	35	4
ST 200-2	Introduction to Surgical Technology II	7		80	35	4
ST 200-3	Introduction to Surgical Technology III	7		80	35	4
ST 300-1	Surgical Procedures I	6		80	30	4
ST 300-2	Surgical Procedures II	6		80	30	4
ST 300-3	Surgical Procedures III	6		80	30	4
HS 490	CPR& First Aid	0		8	0	0
ST 400-1	Pre-Clinical Mock Surgery I	5		80	25	4
ST 400-2	Pre-Clinical Mock Surgery II	5		80	25	4
ST 400-3	Pre-Clinical Mock Surgery III	5		80	25	4
ST 500-1	Clinical Rotation / Clinical Conference I	6		80	30	4
ST 500-2	Clinical Rotation / Clinical Conference II	8	250.00			8
ST 500-3	Clinical Rotation / Clinical Conference III	8	250.00			8
ST 600-1	Certification Exam Preparation	4.5		48	24	4
TOTALS		**118**	**500**	**1246**	**504**	**78**
			1746 ***(Excluding Outside Hours)***			

MASSAGE THERAPIST & PHYSICAL THERAPY AIDE PROGRAM

Program Code: MT&PTA

Program Title: Massage Therapist & Physical Therapy Aide

Length of Program: 800 Clock Hours 36 Weeks 43Credits

Please note that Clock Hours does not include hours required to complete homework and/or prepare for class.

CIPCode:51.0806

SOC Code: 31-2022.00

Links to Occupational Profiles: http//www.onetonline.org/crosswalk

O*Net Occupational Titles (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation**):**

Physical Therapist Aides:

Physical Therapy Aide, Physical Therapy, Technician, Rehabilitation Aide, Rehabilitation Technician, Clinical Rehabilitation Aide, Physical Therapy Attendant.

Massage Therapist:

Massage Therapist, Licensed Massage Therapist, Certified Massage Therapist, Licensed Massage Practitioner, Registered Massage Therapist, Bodywork Therapist, Integrated Deep Tissue Massage Therapist, Therapeutic Massage Technician.

Admission Prerequisites:

High school diploma, a recognized equivalency diploma, passing a background check, qualification questionnaire and personal interview with Admissions.

Program Description:

Physical Therapy Aides work under the direction of Physical Therapists and Physical Therapy Assistants as a Physical Therapy Aide or they work under Chiropractors as a Chiropractic Assistant. They can also perform support services in Sports Medicine or Orthopedic clinics/hospitals. Physical Therapy Aides can provide aid during administration of treatments, and provide the following routine treatments: assists patients to dress, undress, and put on and remove supportive devices, such as braces, splints, and slings, before and after treatments. They also secure patients into or onto therapy equipment. They may safeguard, motivate and assist patients practicing exercises and functional activities under direction of Physical Therapist or Chiropractor. Physical Therapy Aides provide routine treatments, such as diathermy, hydrotherapy, hot and cold packs; massage therapy and paraffin bath. They take and record patients' temperature and blood pressure, assists in x-ray procedures, answer telephones, schedule appointments and transport patients to and from treatment areas. They may be in charge of cleaning work area and equipment after treatment. Massage Therapists can use massage for medical benefit or for relaxation purposes, and there is a wide range of massage treatment available to meet these distinct needs. Massage therapy that aims to improve physical health typically differs in duration and technique from massage that is intended to simply relax or rejuvenate clients. The training background of those who perform the two types of massage therapy differs as well. This program prepares students for both forms of therapy. Additional duties may also include the following: record treatment given and equipment used, inventory and requisition supplies and equipment, adjust supportive devices for patients, as instructed. Massage Therapists may be assigned to specific types of treatment or patient service and perform routine administrative tasks to keep the office running smoothly. The duties of a physical therapy aides and massage therapists vary from office to office, depending on size and location of the practice.

Program Objective:

The objective of the program is to prepare the students with the knowledge, skills and work habits required for entry-level positions in the field of physical therapy or massage therapy. The program provides students with the basic skills necessary to perform directed routine treatments under the supervision of a licensed physical therapist or chiropractor. Students also learn basic skills for entry-level massage therapist positions. Physical Therapy Aides and Massage Therapists typically work in the physical therapy departments of hospital clinics, chiropractor offices, sports medicine or orthopedic clinics. Massage Therapists may also choose to work in a health spa or have their own business. Physical Therapy Aides work in the following positions: Physical Therapy Aide, Chiropractic Assistant, Orthopedic Assistant, Massage Therapist. Physical Therapy Aides can be found working for the following various types of organizations: Physicians' Office, Hospitals, Clinics, Medical Groups, Sport Medicine Clinics, Rehabilitation Centers, Sports & Fitness Centers, Orthopedic Clinics, Pain Treatment Centers, Extended Care Facilities.

Delivery Method:

This program is delivered only in a residential format, which requires that students physically attend all scheduled classes/modules.

MASSAGE THERAPIST & PHYSICAL THERAPY AIDE PROGRAM CHART						
Course Code	**Course Name**	**Total Credit Hours**	**Ext/Int Hours**	**Total Contact Hours***	**Outside Class Hours**	**Weeks**
PMA 410	Medical Terminology	5		80	30	4
PMA 420	Fundamentals of Therapeutic Massage	5		80	30	4
PMA 430	Anatomy & Physiology	5		80	30	4
PMA 440	Patient Management for Massage Therapy Application	5		80	30	4
PMA 450	Therapeutic Modalities	5		80	30	4
PMA460	Introduction to Massage through Physical Medicine & Rehabilitation	5		80	30	4
PMA 470	Sports Massage Therapy	5		80	30	4
PMA400-1	Externship – 1	4	120			4
PMA400-2	Externship – 2	4	120			4
TOTALS		**43**	**240**	**560**	**210**	**36**
			800 (Excluding Outside Hours)			

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.

Draping Policy: This policy applies to students enrolled in the Massage Therapist & Physical Therapy Aide program. Draping includes methods used by the massage therapist to protect modesty, privacy, warmth and/or comfort of a patient/client by the use of sheets, towels, blankets or any item that serves this purpose. Genitals and the gluteal cleft of male and female patients/clients and the breast area of female patients/clients are **NOT** to be exposed at any time.

PHARMACY TECHNICIAN PROGRAM

Program Code: PT

Program Title: Pharmacy Technician

Length of Program: 800 Clock Hours 36 Weeks 43Credits
Please note that Clock Hours does not include hours required to complete homework and/or prepare for class.

CIP Code: 51.0805
SOC Code: 29-2052.00

Links to Occupational Profiles: http//www.onetonline.org/crosswalk

O*Net Occupational Titles (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation**):**

Pharmacy Technician:
Pharmacy Technician, Certified Pharmacy Technician (CPhT), IV Certified Pharmacy Technician, Pharmacy Clerk, Pharmaceutical Care Associate.

Admission Prerequisites:
High school diploma, a recognized equivalency diploma, passing a background check, qualification questionnaire and personal interview with Admissions.

Program Description:
Pharmacy Technicians work directly under the supervision of a Registered Pharmacist. They typically transcribe physicians' orders, hospital charts; assist in quality management procedures & security measures. Pharmacy Technicians may be in charge of drug product selection, medicine preparation & dispersion, & the preparation of unit dose medications. They also prepare intravenous admixtures & sterile irrigations.

Program Objective:
The objective of the Pharmacy Technician program is to prepare the student with the knowledge, skills and work habits required for entry-level positions in the pharmacy field.
Pharmacy Technicians can be found working in various types of organizations and positions:
Chain Drug Stores, Drug Wholesale Companies, Chemotherapy Technician, Health Clubs, Closed Door Pharmacy Technicians, Retail Technician, Home Healthcare Organization, Drug Manufacturing Companies, Hospitals, Inventory Technician, Mail Order Pharmacy Technicians, Pharmaceutical Billing, Purchasing, Pharmacy Help Desk, Pharmacy Clerk.

Delivery Method:
This program is delivered in a blended format. The blended format requires that students complete some required classes/modules online synchronously via teleconferencing, asynchronously via the school's Learning Management System, and in person at school laboratories on campus. Externship must be completed in person at affiliated sites.

PHARMACY TECHNICIAN PROGRAM CHART					
Course Code	**Course Name**	**Total Credit Hours**	**Ext/Int Hours**	**Total Contact Hours**	**Weeks**
PT480	Communication/Professional Development	5		80	4
PT410	Pharmacy Law and Regulations	5		80	4
PT420	Pharmacology and the Nervous / Absorption Systems	5		80	4
PT430	Antibiotics Antifungal Antivirals and Asepsis	5		80	4
PT440	OTC Brands & Generic and the Motor Systems	5		80	4
PT450	Pharmacology and the Vascular/Integumentary Systems	5		80	4
PT460	Vitamins, Minerals and Alternative Medicines	5		80	4
PT400-1	Externship - 1	4	120		4
PT400-2	Externship - 2	4	120		4
TOTALS		**43**	**240**	**560**	**36**
			800 (Excluding Outside		

MEDICAL ASSISTANT PROGRAM

Program Code: MA
Program Title: Medical Assistant

Length of Program:

800 Total Clock Hours 36 Weeks 43 Credits
Please note that Clock Hours do not include hours required to complete homework and/or prepare for class.

CIP Code: 51.0801
SOC Code: 31-9092.00
Links to Occupational Profiles: http//www.onetonline.org/crosswalk
O*Net Occupational Titles (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation**):**

Medical Assistant:
Medical Assistant, Certified Medical Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Out-patient Surgery Assistant, Doctor's Assistant.

SOC Code: 43-6013.00
Medical Secretaries:
Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator.

Admission Prerequisites:
High school diploma, a recognized equivalency diploma, qualification questionnaire and personal interview with Admissions.

Program Description:
Medical Assistants help physicians examine and treat patients and perform routine tasks to keep offices running smoothly. The duties of medical assistants vary from office to office, depending on size and location of the practice, as well as the physician's specialty. Medical Assistants have become an important part of the healthcare team and their responsibilities continue to expand as the industry focuses on out-patient treatment.

Program Objective:
This program is designed to provide graduates with the basic front office (basic administrative) and back office (basic clinical assisting) skills necessary to qualify for entry-level positions in a variety of out-patient medical facilities. Students will learn Computer Basics, Medical Terminology, Anatomy and Physiology, Phlebotomy, Medical Office Procedures, assisting with diagnostic procedures and administration of medications. Worksite learning in a medical facility is a component of this program.

Medical Assistants work in various types of positions such as:
Medical Assistant, Claims Clerk I, Chiropractic Assistant, Insurance Clerk, Medical Clerk, Out-patient Admitting Clerk, Podiatric Assistant, Ward/Unit Clerk, EKG Technician, Medical Record Clerk, Blood Donor Unit Assistant.

Medical Assistants can be found working for the following various types of organizations:
Physicians' Office, Hospitals, Clinics, Medical Groups, Nursing Homes, Home Health Agencies, Insurance Companies, Pharmaceutical Companies, Laboratories, Ambulatory Surgery Centers, Urgent Care Centers, Health Maintenance Organization, Government Agencies.

Delivery Method:
This program is delivered in a blended format. The blended format requires that students complete some required classes/modules online synchronously via teleconferencing, asynchronously via the school's Learning Management System, and in person at school laboratories on campus. Externship must be completed in person at affiliated sites.

MEDICAL ASSISTANT PROGRAM CHART						
Course Code	**Course Name**	**Total Credit Hours**	**Ext/Int Hours**	**Total Contact Hours**	**Outside Class Hours**	**Weeks**
GE480	Communications/Professional Development	5		80	30	4
HS410	Medical Terminology	5		80	30	4
HS430	Medical Office Procedures	5		80	30	4
HS440	Introduction to Medical Billing & Coding	5		80	30	4
MA450	Medical Assistant Back Office Procedures/A&PI	5		80	30	4
MA460	Clinical Laboratory Procedures/A&PII	5		80	30	4
MA470	Protective Practices& Clinical Skills/A&PIII	5		80	30	4
MA400-1	Externship – 1	4	120			4
MA400-2	Externship – 2	4	120			4
TOTALS		**43**	**240**	**560**	**210**	**36**
			800 ***(Excluding Outside Hours)***			

MEDICAL BILLING & CODING PROGRAM

Program Code: MBC

Program Title: Medical Billing & Coding

Length of Program:

800 Clock Hours 36 Weeks 43 Credits

Please note that Clock Hours do not include hours required to complete homework and/or prepare for class.

CIP Code: 51.0799
SOC Code: 43-6013.00

Links to Occupational Profiles: http//www.onetonline.org/crosswalk

O*Net Occupational Titles (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation**):**

Medical Secretaries,
Medical Records Clerk, Health Information Clerk, Medical Records Technician, Office Manager, File Clerk, Medical Records Coordinator, Medical Records Analyst, Medical Records Director, Receptionist, Biller, Coder.

Admission Prerequisites:

High school diploma, a recognized equivalency diploma, qualification questionnaire and personal interview with Admissions.

Program Description:

Medical Billers and Coders play an important behind-the-scenes role in the healthcare system. They use the patient diagnosis and procedures and translate them into numeric code. They then complete and submit claims to insurance companies to speed up the payment for the professional services patients receive. By following policies, procedures and guidelines they assure consistent quality billing and coding.

Program Objective:

This program is designed to provide graduates with the skills necessary to quality or entry-level positions in billing and coding positions in a variety of inpatient and outpatient medical facilities. Students will learn medical terminology, an atomy and physiology, medical office management and medical billing and coding. Worksite learning in a medical facility is a component of this course.

Medical billers and Coders work in various types of positions such as:

Insurance Verified, Collector, Biller, Medical Receptionist, Fiscal Clerk I and II, Cashier (medical), Claims Processor, Patient Service Rep., Administrative Assistant, Office Assistant, Information Clerk, Patient Account Rep., Reconciliation Rep., Claims Adjuster Data Entry Clerk, Complaint Clerk, Appointment Clerk, Credit Clerk, Claims Clerk, Front Office Coordinator, HMO Coordinator, Receptionist, Insurance Clerk, Coordinator, Managed Care Rep., Medical Records Clerk, Customer Service Rep., Medical Secretary, Scheduling Coordinator, Appointment Scheduler.

Medical Billers and Coders can be found working for the following various types of organizations:
Physician's Office, Hospitals, Clinics, Medical Groups, Nursing Homes, Home Health Agencies, Insurance Companies, Pharmaceutical Companies, Laboratories, Ambulatory Surgery Centers, Urgent Care Centers, Health Maintenance Organizations, Government Agencies.

Delivery Method:

This program is delivered in a blended format. The blended format requires that students complete some required classes/modules online synchronously via teleconferencing, asynchronously via the school's Learning Management System, and in person at school laboratories for CPR on campus. Externship must be completed in person at affiliated sites.

MEDICAL BILLING & CODING PROGRAM CHART						
Course Code	**Course Name**	**Total Credit Hours**	**Ext/Int Hours**	**Total Contact Hours**	**Outside Class Hours**	**Weeks**
GE480	Communications/Professional Development	5		80	30	4
MBC410	Medical Terminology/Anatomy & Physiology	5		80	30	4
HS430	Medical Office Procedures	5		80	30	4
HS440	Introduction to Medical Billing & Coding	5		80	30	4
MBC450	Computerized Billing	5		80	30	4
MBC460	Advanced Billing & Coding	5		80	30	4
MBC470	Claims Processing Procedures and Collections	5		80	30	4
MBC400-1	Externship – 1	4	120			4
MBC400-2	Externship - 2	4	120			4
TOTALS		**43**	**240**	**560**	**210**	**36**
			800 (Excluding Outside Hours)			

Blank

VETERINARY ASSISTANT PROGRAM

Program Code: VA

Program Title: Veterinary Assistant
Graduates will be awarded a diploma upon successfully completing the program.

Length of Program:
800 Total Clock Hours 36 Weeks 43 Credits
Please note that Clock Hours do not include hours required to complete homework and/or prepare for class.

CIP Code: 01.8301
SOC Code: 29-2056

Links to Occupational Profiles: http//www.onetonline.org/crosswalk
O*Net Occupational Titles (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation**):**
SOC Code: 29-2056
Veterinary Assistants, Laboratory Caretakers, Veterinary Clinic Assistants, Animal Caretakers.

Admission Prerequisites:
High school diploma, a recognized equivalency diploma, qualification questionnaire and personal interview with Admissions.

Program Description:
Veterinary Assistants play an important role as a member of the veterinary healthcare team that aids the veterinarian and veterinarian technician perform daily tasks. Some duties the veterinary assistants perform are: assisting with handling of animals, feeding and exercising animals, kennel work cleaning and setting up equipment, administrative office skills and billing, collect laboratory specimens and aid in the analysis process, assist in performing surgical preparations, assist with radiology and dental prophylaxes.

Program Objective:
This program is designed to provide graduates with the basic skills necessary to assist a veterinarian and veterinary technician. Students will learn computer basics, veterinary anatomy & physiology with terminology, office and hospital procedures, billing, pharmacology and vaccinations. Students are introduced to basic animal nursing and animal care. Students will learn how to perform animal CPR, surgical preparations using aseptic techniques and how to aid the veterinarian or veterinary technician with physical monitoring of recovering surgical patients. Students learn how to assist in laboratory procedures such as collecting urine samples, blood samples and fecal samples and how to handle samples safely and recordkeeping/stocking of laboratory supplies.

Veterinary Assistants can be found working for the following environments: Veterinary Hospitals and clinics, emergency and specialty hospitals, animal shelters, zoo and wildlife centers, animal control departments, diagnostic laboratories, pharmaceutical and supply distribution facilities and animal research agencies.

Delivery Method:
This program is delivered in a blended format. The blended format requires that students complete some required classes/modules online synchronously via teleconferencing, asynchronously via the school's Learning Management System, and in person at school laboratories on campus. Externship must be completed in person at affiliated sites.

VETERINARY ASSISTANT PROGRAM CHART						
Course Code	**Course Name**	**Total Credit Hours**	**Ext/Int Hours**	**Total Contact Hours**	**Outside Class Hours**	**Weeks**
VA100	Office & Hospital Procedures& Client Relations	5		80	30	4
VA101	Medical Terminology/Anatomy & Physiology	5		80	30	4
VA102	Pharmacology, Pharmacy & Nutrition	5		80	30	4
VA103	Animal Behavior, Exam Room Procedures and Restraint	5		80	30	4
VA104	Animal Care & Nursing	5		80	30	4
VA105	Surgical Preparation & Assisting	5		80	30	4
VA106	Laboratory Procedures& Diagnostic Imaging	5		80	30	4
VA400-1	Externship - 1	4	120			4
VA400-2	Externship - 2	4	120			4
TOTALS		**43**	**240**	**560**	**210**	**36**
			800 ***(Excluding Outside Hours)***			

DENTAL ASSISTANT PROGRAM

Program Code: DA
Program Title: Dental Assistant

Length of Program:

840 Clock Hours 36 Weeks 48 Credits
Please note that Total Clock Hours include hours required to complete homework and/or prepare for class.

CIP Code: 51.0601
SOC Code: 31-9091

Links to Occupational Profiles: http//www.onetonline.org/crosswalk

O*Net Occupational Titles (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation**):**
Dental Assistant, Dental Chairside Assistant, Dental Office Assistant, Dental Office Clerk

Admission Prerequisites:
High school diploma, a recognized equivalency diploma, qualification questionnaire and personal interview with Admissions.

Program Description:

Dental Assistants have direct patient care and assist the dentist during patient examination and treatment. Dental assistants have many tasks, ranging from patient care to record keeping in a dental office. Their duties vary by state and by the dentists' office and specialty.

Program Objective:

This program is designed to provide students with the basic front office and computer skills and back office skills necessary to qualify for entry level employment in a variety of dental offices. This course provides an overview of the dental profession, introduce the other members of the dental health care team, and explain the legal and ethical standards expected of a dental professional. Students learn how to prepare patients for treatment, take x-ray examinations and learn Dental Laboratory Materials and Techniques. Students are taught chair-side assisting procedures, instrumentation, infection control, equipment safety and maintenance. Students will study the prevention of dental diseases. Emphasis will be placed on community dental health research and projects, fluoridation, nutrition and nutritional counseling, visual aids, and oral hygiene instruction for dental patients. The student will be able to demonstrate the clinical skills of coronal polishing, fluoride, and pit and fissure sealants application. The student should be able to provide patient education in tooth brushing, flossing, auxiliary aids and nutritional counseling. Students will be provided training in the assessment of dental emergencies and their treatment. The student should be able to identify the medically compromised patient and assist in emergency situations.

Delivery Method:
This program is delivered in a blended format. The blended format requires that students complete some required classes/modules online synchronously via teleconferencing, asynchronously via the school's Learning Management System, and in person at school laboratories on campus. Externship must be completed in person at affiliated sites.

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DENTAL ASSISTANT PROGRAM CHART						
Course Code	**Course Name**	**Total Credit Hours**	**Ext/Int Hours**	**Total Contact Hours**	**Outside Class Hours**	**Weeks**
DA410	Dental Science & Bio Medical	6		80	30	4
DA420	Preventive Dentistry and Emergency Procedures	6		80	30	4
DA430	Dental Chair-side Assisting	6		80	30	4
DA440	Dental Laboratory Materials and Technique	6		80	30	4
DA450	Dental Radiography	6		80	30	4
DA460	Safety, Regulations& Office Procedures	6		80	30	4
DA400-1	Externship - 1	6	180			6
DA400-2	Externship - 2	6	180			6
TOTALS		48	360	480	180	36
			840 ***(Excluding Outside Hours)***			

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION (HVACR) TECHNICIAN PROGRAM

Program Code: HV
Program Title: Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Technician

Length of Program:
720 Clock Hours 36 Weeks 54 Credits
Please note that Clock Hours do not include hours required to complete homework and/or prepare for class.

CIP Code: 47.0201
SOC Code: 49-9021.01

Links to Occupational Profiles: http//www.onetonline.org/crosswalk

O*Net Occupational Titles (Please note that specific occupational titles associated with each particular employed graduate will depend on job titles designated by employers and/or additional licenses or certifications that students must complete upon graduation**):**

Heating, Air Conditioning, and Refrigeration Technicians, Mechanics and Installers, HVAC Technicians

Admission Prerequisites:
High school diploma, a recognized equivalency diploma, qualification questionnaire and personal interview with Admissions.

Program Description:
The Heating, Ventilation, Air Conditioning, and Refrigeration HVAC(R)Program aims at preparing students to work on the installation and maintenance of heating, ventilation, cooling, and refrigeration systems that control the temperature and quality of the air in residential, commercial, or industrial buildings. Students receive a combination of online synchronous lecture and hands-on work in simulation labs on campus. Topics include theory of heat, safety practices, automatic controls, electric motors, commercial refrigeration, heating and humidification, cooling, all weather systems, domestic appliances, and commercial AC and chilled water systems. Students may take the EPA 608 Certification test (Types I, II, and III) prior to graduation to enhance employment potential in the area of refrigeration. Students receive a diploma upon completion.

Program Objective:
Graduates from the HVACR Program are able to demonstrate the following skills:

- Install and maintain heating, ventilation, cooling, and refrigeration systems in buildings
- Test pipe or tubing joints or connections for leaks, using pressure gauge or soap/water solutions
- Test electrical circuits or components for continuity, using electrical test equipment
- Repair or replace defective equipment, components, or wiring
- Discuss heating or cooling systems malfunctions with users to identify problems and verify repairs

Delivery Method:
This program is delivered in a blended format. The blended format requires that students complete some required classes/modules online synchronously via teleconferencing, asynchronously via the school's Learning Management System, and in person at school laboratories on campus.

HVACR TECHNICIAN PROGRAM CHART						
Course Code	**Course Name**	**Total Credit Hours**	**Ext/Int Hours**	**Total Contact Hours**	**Outside Class Hours**	**Weeks**
HV101	Math for Technicians	6	0	80	30	4
HV102	Electrical Considerations	6	0	80	30	4
HV103	Electric Heat	6	0	80	30	4
HV104	Air Conditioning	6	0	80	30	4
HV105	Gas Heat	6	0	80	30	4
HV106	Heat Pumps	6	0	80	30	4
HV107	Commercial Air Conditioning	6	0	80	30	4
HV108	Commercial Refrigeration	6	0	80	30	4
HV109	Troubleshooting and Problem-Solving	6	0	80	30	4
TOTALS		**54**	**0**	**720**	**270**	**36**
			720 ***(Excluding Outside Hours)***			

COURSE DESCRIPTIONS

SURGICAL TECHNOLOGY – 118 Credits Hours

ENG 101: ENGLISH COMMUNICATION (Pre-Requisites: None) 5.0 Credit Hours

This standard course in college-level communication is required of all students. It reviews the rules of syntax, grammar, and punctuation, and surveys the common rhetorical approaches to expository writing. In addition to other requirements, students will practice listening, speaking, reading, and writing English on topics relevant to learners' academic fields with an emphasis on verbal and non-verbal communication, and reading academic texts.

BIO 101: INTRODUCTION TO BIOLOGY (Pre-Requisites: None) 4.0 Credit Hours

A study of the biological principles that apply to all living systems. The course is a survey of living organisms with an emphasis on the human species and its environment. The course will consider life on Earth. In doing so, the student will examine; life processes and reproduction at the cellular level, the non-living aspects of the biosphere and how they make life possible, the differences and similarities between living organisms and the impact humans have on other living organisms and the ecosphere.

MATH 101: COLLEGE ALGEBRA (Pre-Requisites: None) 4.5 Credit Hours

This course will cover a variety of topics in algebra, including the set of real numbers, equations and inequalities, functions and graphs, systems of equations, polynomial functions, exponential and logarithmic functions. It will also emphasize the written communication of ideas to others. In this course, you will be communicating mathematical ideas. Just as it is important in an English course to use the proper format in your essays and term papers, it is important to use proper form when communicating mathematical ideas. You will learn how to write mathematics so that it can be understood by others. You should carefully study how mathematics is written in class as well as how it is written in the textbook. You should pattern your writing after these sources.

ST 100-1: ANATOMY & PHYSIOLOGY I (Pre-Requisites: None) ***8.0 Credit Hours***

One of three modules in the Anatomy and Physiology rotation introduces students to the structure and function/dysfunctions of the body systems. Pathology is studied with correlation to procedures performed. Terminology is incorporated throughout to enhance student understanding of disorders and diseases. The topics include the organization and general body plan, tissues and membranes, body temperature and metabolism, the integumentary system, skeletal system and muscular systems.

ST 100-2: ANATOMY & PHYSIOLOGY II (Pre-Requisites: None) ***8.0 Credit Hours***

One of three modules in the Anatomy and Physiology rotation introduces students to the structure and function/dysfunctions of the body systems. Pathology is studied with correlation to procedures performed. Terminology is incorporated throughout to enhance student understanding of disorders and diseases. The topics include the structure and function of the endocrine system, some basic chemistry, the urinary system, fluid electrolyte and acid-base balance, the reproductive system, human development and genetics, and the respiratory system.

ST 100-3: ANATOMY & PHYSIOLOGY III (Pre-Requisites: None) ***8.0 Credit Hours***

One of three modules of the Anatomy and Physiology rotation introduces students to the structure and function/dysfunctions of some of the body systems. Pathology is studied with correlation to procedures performed. Terminology is incorporated throughout to enhance student understanding of disorders and diseases. The topics include the digestive system, the nervous system, the senses, the lymphatic system and immunity, blood, the heart and the vascular system.

ST 200-1: INTRODUCTION TO SURGICAL TECHNOLOGY I (Pre-Requisites: ST 100-1, ST 100-2 & ST 100-3) ***7.0 Credit Hours***

One of three modules in the Introduction to Surgical Technology rotation. Students are introduced to the field of surgical technology. Topics include the roles of the surgical technologist, standards of the professional conduct, the surgical patient and special patient populations. Additionally, students learn the basic principles of sterile technique and their relevance when creating a sterile field. Emphasis is placed on the students' understanding of the field they will one day be a member of, as well as the needs of the patients they will encounter.

ST 200-2: INTRODUCTION TO SURGICAL TECHNOLOGY II (Pre-Requisites: ST 100-1, ST 100-2 & ST 100-3) ***7.0 Credit Hours***

One of the three modules in the Introduction to Surgical Technology rotation. Students are introduced to the field of surgical technology. Topics include the physical environment and safety standards, biomedical sciences, preventing perioperative disease transmission, as well as hemostasis, emergency situations, and all-hazard preparation. Additionally, students learn to create and organize a sterile field, perform a preoperative count, handle medications within the sterile field and load sharps. Emphasis is placed on the students' understanding of the environment they will one day work in and the basic sterile technique used to create a sterile field including safety measures when handling medications and sharps.

ST 200-3: INTRODUCTION TO SURGICAL TECHNOLOGY III (Pre-Requisites: ST 100-1, ST 100-2 & ST 100-3) 7.0 Credit Hours

One of three modules in the Introduction to Surgical Technology rotation. Students are introduced to the field of surgical technology. Topics include surgical pharmacology and anesthesia, instrumentation, equipment and supplies, wound healing, sutures, needles and stapling devices, and surgical case management. Additionally, students learn to drape, arrange the opera ting room furniture, connect the suction and Bovie properly, pass instruments, maintain the sterile field, initiate the instrument cycle, break down the set-up postoperatively, secure sharps, as well as remove the gown and gloves. Emphasis is placed on the practical aspects of the perioperative routine inherent to the field of surgical technology; students will learn to anticipate the needs of the patient and surgical team.

ST 300-1: SURGICAL PROCEDURES I (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3) *6.0 Credit Hours*
One of three modules in the Surgical Procedures rotation. Students are introduced to surgical procedures. Topics include diagnostic procedures and the various surgical specialties, including general surgery, obstetric and gynecologic surgery, and ophthalmic surgery. Additionally, students will learn to prepare the operating room (OR) and preoperative surgical case management duties of the STSR demonstrating the aseptic technique essential in the operative environment.

ST 300-2: SURGICAL PROCEDURES II (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3) *6.0 Credit Hours*
One of three modules in the Surgical Procedures rotation. Students are introduced to surgical procedures. Topics include various surgical specialties, including otorhinolaryngologic surgery, oral and maxillofacial surgery, plastic and reconstructive surgery, and genitourinary surgery. Additionally, students will learn to prepare the operating room (OR) and perioperative surgical case management duties of the STSR demonstrating competency in the aseptic technique necessary in the operative environment.

ST 300-3: SURGICAL PROCEDURES III (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3) *6.0 Credit Hours*
One of three modules in the Surgical Procedures rotation. Students are introduced to surgical procedure s. Topics include various surgical specialties, including orthopedic surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgery. Additionally, students perform the perioperative STSR duties as they relate to surgical case management. Students will learn to anticipate the needs of the surgeon and maintain the sterile field using the principles of asepsis.

ST 400-1: PRE-CLINICAL MOCK SURGERY I (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3, ST 300-1, ST 300-2, ST 300-3) *5.0 Credit Hours*
One of three modules in the Pre-Clinical Mock Surgery rotation. Reinforces the students' practical skills. Students learn relevant topics to the surgical technologist in the surgical environment. The topics include circulating assistant duties, sterilization procedures, and performing mock surgeries, including herniorraphy, appendectomy, and dilation and curettage. In addition, the student's skill level is assessed for placement at a clinical site and professional development is the focus of this module. All pre-clinical documents are collected in this module; a requirement for clinical placement is submission of a resume.

ST 400-2: PRE-CLINICAL MOCK SURGERY II (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3, ST 300-1, ST 300-2, ST 300-3) *5.0 Credit Hours*
One of three modules in the Pre-Clinical Mock Surgery rotation. Reinforces the students' practical skills. Students learn relevant topics to the surgical technologist in the surgical environment. The topics include cholecystectomy, breast augmentation, carpal tunnel release surgery, and arthroscopy. In addition, the student's skill level is assessed for placement at a clinical site and professional development is the focus of this module. Pre-clinical documents are collected in this module.

ST 400-3: PRE-CLINICAL MOCK SURGERY III (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3, ST 300-1, ST 300-2, ST 300-3) *5.0 Credit Hours*
One of three modules in the Pre-Clinical Mock Surgery rotation. Reinforces the students' practical skills. Students learn relevant topics to the surgical technologist in the surgical environment. The topics include laparoscopic cholecystectomy, tonsillectomy & adenoidectomy, total abdominal hysterectomy, and cesarean section. In addition, the student's skill level is assessed for placement at a clinical site and professional development is the focus of this module. All pre-clinical documents are collected in this module.

ST 500-1: CLINICAL ROTATION / CLINICAL CONFERENCE I (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3, ST 300-1, ST 300-2, ST 300-3, ST 400-1, ST 400-2 & ST 400-3) *6.0 Credit Hours*
The first of three modules in the Clinical Rotation/Clinical Conference rotation. Students' skill level is assessed for placement at a clinical site and professional development is the focus of this module. All pre-clinical documents are collected in this module; a requirement for clinical placement is submission of a resume. Students are taught how to create a competitive resume and cover letter, as well as basic job search strategies. The students will complete a mock interview with an emphasis on the "soft skills" necessary for success as a healthcare provider. Students will also begin to review for the national certification exam. Students will demonstrate effective surgical case management with 100% sterile technique and exhibit the professionalism expected of a compassionate surgical technologist.

ST 500-2: CLINICAL ROTATION / CLINICAL CONFERENCE II (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3, ST 300-1, ST 300-2, ST 300-3, ST 400-1, ST 400-2, ST 400-3 & ST 500-1) *8.0 Credit Hours*
The second of three modules in the Clinical Rotation/Clinical Conference rotation. In this module students participate in observation and performance of surgical technology skills while "scrubbed-in" on procedures under – minimal faculty supervision in the clinical setting. The students begin the task of performing the 125 cases required to complete the entire Surgical Technology Program. According to ABHES Standards and Guidelines, student surgical technologists may not receive remuneration (payment) while performing in the role of student surgical technologist

ST 500-3: CLINICAL ROTATION / CLINICAL CONFERENCE III (Pre-Requisites: ST 100-1, ST 100-2, ST 100-3, ST 200-1, ST 200-2, ST 200-3, ST 300-1, ST 300-2, ST 300-3, ST 400-1, ST 400-2, ST 400-3, ST 500-1 & ST 500-2) *8.0 Credit Hours*

The final module of the Clinical Rotation/Clinical rotation. In this module students participate in advanced observation and performances of surgical technology skills while "scrubbed-in" on procedures under – minimal faculty supervision in the clinical setting. The students continue the task of performing the 125 cases required to complete the entire Surgical Technology Program. According to ABHES Standards and Guidelines, student surgical technologists may not receive remuneration (payment) while performing in the role of student surgical technologist.

ST 600-1: Certified Surgical Technologist Exam Preparation (Pre-Requisites:ST100-1,ST100-2,ST100-3,ST200-1,ST200-2,ST 200-3,ST300-1,ST300-2,ST300-3,ST400-1,ST400-2,ST400-3,ST500-1,ST500-2, ST 500-3) ***4.5 Credit Hours***

This class focuses exclusively on preparing students to take and pass the Certified Surgical Technologist CST or equivalent exam, and achieve national certification sponsored by the National Board of Surgical Technology and Surgical Assisting NBSTSA. This module is an instructor led class where students are exposed to typical topics tested in the CST exam and provided an opportunity to take practice exams and be closely monitored on their individual progress to effectively detect areas in need of improvement. Becoming nationally credentialed as a Certified Surgical Technologist by NBSTSA substantially increases likelihood of securing entry level employment as a Surgical Technologist in the state and throughout the nation.

HS 490: CPR & FIRST AID (No Pre-Requisites) ***0 Credit Hours***

This course will introduce the student to First Aid and how it can help within the medical field. The student will be able to assist patients throughout a hospital, clinic, or facility.
This course will provide an opportunity for the student to develop the following skills: To demonstrate ability to respond to emergencies (check, call and care), the initiation of emergency medical system, demonstrate how to call 911 and what Information a person should have in order to make the call, (observation/skills check list). The students will develop an overall knowledge and demonstrate methods of self-protection (Good Samaritan laws, scene inspection, obtaining consent, preventing disease transmission, utilization of universal precautions and standards for blood borne pathogens (OSHA REGULATIONS - written exam). They will develop an overall knowledge of life saving and life sustaining skills (rescue breathing, management of choking victims, cardiopulmonary resuscitation, first aid, and automated external defibrillator)(observation), with skills check list and written exam. Student will recognize, identify and apply appropriate first response to medical emergencies (heat, cold, sudden illness, poisoning, allergic reactions, muscular skeletal injuries and open or closed wounds). (Observation/skills checklist and written exams.)

MASSAGE THERAPIST & PHYSICAL THERAPY AIDE - 43 Credit Hours

PMA 410: MEDICAL TERMINOLOGY FOR MASSAGE THERAPISTS (No Pre-Requisites) ***5.0 Credit Hours***

They provide an understanding of medical terminology to the students through step by step methods that create an easy way to learn medical terminology. The students should learn how to decipher the meaning of useful medical terms by breaking them down into word parts. Through this format the students should reinforce the terms they have learned and improve their communication for success in the medical field. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation as shown through the "Navigating the Body" section of their Trail Guide.

PMA 420: FUNDAMENTALS OF THERAPEUTIC MASSAGE (No Pre-Requisites) ***5.0 Credit Hours***

These courses should introduce the student to massage therapy. Provide training in Swedish massage theories, techniques, draping, and practice. Technique classes are supplemented by lecture, videos and software on stress reduction, anatomy and physiology, body alignment, and other effects of massage on the body. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the shoulder and arm.

PMA 430: ANATOMY AND PHYSIOLOGY (No Pre-Requisites) ***5.0 Credit Hours***

This course should introduce the student to the physiology and common pathologies of all systems, health problems, videos and software on anatomy and the connection with different procedures, and how physical therapy plays an important role. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the forearm and hand.

PMA 440: PATIENTMANAGEMENT FOR MASSAGE THERAPY APPLICATION (No Pre-Requisites) ***5.0 Credit Hours***

This course should introduce the student to business practice and office management skills. These courses should introduce the student how to communicate to patients and other medical staff. They should learn the importance of good customer service. The students should learn the necessity of correct documentation, electronic health records and basic computer skills. The course should be an overview of everything they need to be successful in the medical field. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the spine and thorax.

PMA 450: THERAPEUTIC MODALITIES (No Pre-Requisites) ***5.0 Credit Hours***

This course should introduce the student to alternative treatments and disciplines to aid in patient/client care using multiple modalities. The student should learn how to incorporate hot stones, Shiatsu, Thai, Chakra/aura balancing, reflexology, acupressure, aromatherapy, pregnancy, infant, child, adolescent, oncology, and animal massage principles. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the head, neck, and face.

PMA 460: INTRODUCTION TO MASSAGE THRU PHYSICAL MEDICINE&REHABILITATION (No Pre-Requisites) ***5.0 Credit Hours***
This course should introduce the massage therapy student to the field of physical therapy and rehabilitation and the interrelation of both fields of study. The student will be instructed in massage therapy techniques and modalities with the emphasis on how massage therapy and physical therapy plays an important role in rehabilitation treatment. These courses should introduce the student to the physiology of common muscular/skeletal system health conditions, and the therapies and exercises used to alleviate those conditions. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the pelvis and thigh.

PMA 470: SPORTS MASSAGE THERAPY (No Pre-Requisites) ***5.0 Credit Hours***

This course should introduce the student to sports massage therapy. It should provide training in Swedish massage and deep tissue theories, pre-event, post-event, and inter-event massage, chair techniques and practice. This course looks at the different benefits of sports and exercise massage techniques, and how this affects the physiology of the body especially muscles, joints, the nervous system and circulation. Students will consider the therapeutic benefits of massage for athletes and how this can affect the body. The importance and role of the professional sports and exercise massage therapist should also be discussed. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the leg and foot.

PMA 400 1-2: EXTERNSHIP 1-2 (Pre-Requisites: Completion of all courses) ***8.0 Credit Hours***
The course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities.

PHARMACY TECHNICIAN – 43 Credit Hours

PT 410: PHARMACY LAW AND REGULATIONS (No Pre-Requisites) 5.0 Credit Hours

This course orients students about the role of pharmacy technicians in the delivery of patient care and gain knowledge about patient care delivery system and medication delivery system with particular emphasis on the complementary roles of pharmacists and technicians, enables them to utilize technology for pertinent pharmacy data, and to assist the pharmacist in the collection and processing of information. These courses also prepare the students to follow established procedures for the purchase of pharmaceuticals and to control inventory, handling of their receipt, storage and removal. In addition, the students should learn how to receive, and screen prescription; distribute medication according to federal and state laws and regulations, bill and collect payment for pharmacy goods and services. Students are introduced to the profound influence that medication laws, standards, and regulations have on practice. These courses also introduce the student to the basic anatomy and physiology of the immune system, cytotoxic agents, agents' side effects, reactions and names (brand and generic). Upon successful completion, students should be able to explain the concept of quality assurance and its procedures while noting the laws and regulations that govern the practice.

PT 420: PHARMACOLOGYAND THE NERVOUS / ABSORPTION SYSTEMS (No Pre-Requisites) 5.0 Credit Hours

This course should introduce the student to the basic anatomy and physiology of the Nervous System, pharmaceutical agents associated with the Nervous system, agents' side effects, reactions and names (brand and generic). These courses should also introduce the student to the basic anatomy and physiology of the Absorption and the Renal systems, pharmaceutical agents associated with each system, agents' side effects, reactions and names (brand and generic). Accurate calculations, how the hospital medications are dispensed, medical math and pharmacy calculations is also covered. Performance of dosage calculations, household systems, metric systems, and apothecary, including IV bag filling, measuring cup, syringes, other medication deliveries, and compounding through evaluations.

PT 430: ANTIBIOTICS ANTIFUNGAL ANTIVIRAL AND ASEPSIS (No Pre-Requisites) 5.0 Credit Hours

This course should introduce the student to the pathogenic microorganism with an introduction to the use of antibiotics, antiviral and antifungal medicine, and different types of natural and environmental disease for which these medications would be prescribed, and the affects they have on the human body. It also covers standard precautions and OSHA regulations, maintaining pharmacy equipment, methods for proper handling of hazardous waste and sharps and applying effective infection control measures. These courses also prepare the student to compound sterile and non-sterile product, sterility procedures, and quality assurance standards and to accurately calculate ingredient amounts utilizing accepted compounding technique. The students should be able to perform medical math and pharmacy calculations.

PT 440: OTC BRAND GENERIC AND THE MOTOR SYSTEMS (No Pre-Requisites) 5.0 Credit Hours

This course should introduce the student to the basic anatomy and physiology of the motor System, pharmaceutical agents associated with the motor system, agents' side effects, reactions and names (brand and generic). In addition to introduce the student to the basic anatomy and physiology of the respiratory System, pharmaceutical agents associated with the respiratory system, agents' side effects, reactions and names (brand and generic). These courses also will introduce the student to the functions of the retail pharmacy. Students will be able to know the difference between brand and generic medications. The students will be able to assist patients with locating medications over the counter and what they are used for. Students will be able to read the labels and explain them to patients, gain knowledge of federal and state laws and regulation that prescribe the activities associated with patient counseling and the activities that can be delegated to the pharmacy technician by/under supervision of the pharmacist. In addition, these courses should prepare the student to prepare non-compounded products for distribution, understand the legal implications and requirement for delegation of specific duties by a pharmacist to a pharmacy technician.

PT 450: PHARMACOLOGYAND THE VASCULAR / INTEGUMENTARY SYSTEM (No Pre-Requisites) 5.0 Credit Hours

These courses should introduce the student to the basic anatomy and physiology of the Integumentary system, Eye and Ear, pharmaceutical topical agents associated with each system/organ, agents' side effects, reactions and names (brand and generic). These courses should also introduce the student to the basic anatomy and physiology of the cardiovascular system, pharmaceutical agents associated with the heart, vessels and blood, agents' side effects, reactions and names (brand and generic), in addition to teaching the student BLS for healthcare provider and how to respond to life threatening emergencies. These courses prepares the student to monitor certain medication therapy and understand its importance for effective patient care and safety, emphasizing on the federal and state laws and regulation that control specific monitoring activities that may be delegated by the pharmacist to the pharmacy technician.

PT 460: VITAMINS, MINERALS AND ALTERNATIVE MEDICINES (No Pre-Requisites) 5.0 Credit Hours

This course should introduce the student to the basic anatomy and physiology of the Endocrine and Reproductive systems, pharmaceutical agents associated with these systems, agents' side effects, reactions and names (brand and generic). In Addition, they will prepare the student to apply methods to assure that the medication-use system utilized by the pharmacy is safe, emphasizing on various technologies that have been proven effective for medication safety assurance, assisting the pharmacist in preparing, storing and distributing investigational drugs product will be introduced as well. These courses will also provide the students the essential mathematical concepts and skills pharmacy technicians use on the job. Students should succeed in learning the skills required for calculating and preparing drug doses in both community pharmacy and institutional pharmacy settings. The alternative medicine portion is a natural approach to using herbals as a treatment for sprains, bruising, and a homeopathic treatment for toxicity.

PT 480: COMMUNICATIONS / PROFESSIONALDEVELOPMENT/ COMPUTER BASICS (No Pre-Requisites) 5.0 Credit Hours

These courses are designed to help the pharmacy technician student create greater success in college and in life. It prepares the student to communicate with a variety of patient and other health care professionals using proper listening techniques, body language and verbal skills. We review and teach many proven strategies for creating greater academic, professional, and personal success and help the student to deal with human behaviors in the workplace. We will use guided journal writings to explore these strategies, and as a bonus, the students will be taught to express themselves more effectively in writing. In this course the student should understand the importance of active involvement in local, state and national pharmacy technician organization, understand the importance of credentialing and the difference between certification, licensure and registration. These courses provide an overview of proper keyboarding technique, business document formatting, and current software packages in word processing, spreadsheets, databases, graphics, and integrated software. In addition, this course will provide an opportunity for the student to develop the following skills: documents, Demonstrate speed and accuracy-building techniques, Demonstrate the ability to format basic business documents from unarranged material, Identify emerging technologies, Identify types of communications hardware/software and explain their functions, Discuss how and why the Internet is utilized by individuals and businesses, Access, navigate, and use Internet service providers, Master procedures for sending/receiving e-mail, Prepare simple spreadsheets and graphs using available software, Use database software to plan, create, update, add and delete records, Create graphics and integrate into computer applications, use publishing software to design, create, import, format and produce publications, Transfer data among different computer applications. Apply touch control of the keyboard, using correct techniques; demonstrate the ability to use proofreading skills in editing.

PT 400 1-2: EXTERNSHIP 1-2 (Pre-Requisites: Completion of all courses) 8.0 Credit Hours

This course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities.

MEDICAL ASSISTANT – 43 Credit Hours

GE 480: COMMUNICATIONS / PROFESSIONAL DEVELOPMENT-COMPUTER BASICS (No Pre-Requisites) *5.0 Credit Hours*

These courses are designed to help the student create greater success in college and in life. In the coming weeks, we review and teach many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and as a bonus, the students will be taught to express themselves more effectively in writing. This course provides an overview of proper keyboarding technique, business document formatting, and current software packages in word processing, spreadsheets, databases, graphics, and integrated software.

HS 410: MEDICAL TERMINOLOGY (No Pre-Requisites) 5*.0 Credit Hours*

Provide an understanding of medical terminology to the students through step by step methods that create an easy way to learn medical terminology. The students should learn how to decipher the meaning of useful medical terms by breaking them down into word parts. Through this format the students should reinforce the terms they have learned and improve their communication for success in the medical field.

HS 430: MEDICAL OFFICE PROCEDURES (No Pre-Requisites) *5.0 Credit Hours*

This course is designed to familiarize students with clerical and administrative procedures involved in the operation of a medical office. The student should be introduced to verbal and written forms of communication, medical ethics, liability, records management, transcriptions, scheduling office/ surgical procedures, and manual/computerized patient processing. These courses should introduce the student on how to communicate to patients and other medical staff. Explain the importance of quality customer service. The students should be taught the necessity of correct documentation & electronic health records.

HS 440: INTRODUCTION TO MEDICAL BILLING AND CODING (No Pre-Requisites) *5.0 Credit Hours*

This course is designed to introduce the student to basic billing and coding fundamentals. The student should learn manual and computerized CMS-1500 forms, manual and computerized coding. Students should learn how to use the CPT and ICD-10 manuals. In These courses, students should also complete a typing test for evaluation of speed and accuracy. These courses should introduce the student to advance procedures related to coding and billing. Medical offices want the most recent software and up to date coding and billing material. The courses should teach students use of different methods of billing. The students should use their knowledge of medical terminology and anatomy and physiology to help them understand terms related to getting claims paid, and on time.

MA 450: MEDICAL ASSISTANTBACK OFFICE PROCEDURES/A&PI (No Pre-Requisites) *5.0 Credit Hours*

Students should be able to learn processing procedures. Students should learn to give pregnancy tests, patient information, prepare patients for exam, setting up trays for doctors, and perform vital signs, bandaging, and how to perform visual acuity and ear lavages in correlation to learning the Anatomy and physiology of Respiratory system and Special Senses. Students should learn the role and functions of a medical assistant, interpersonal communication skills, patient care and handling of office emergencies and first aid in addition to learning how to perform Basic Life Support (CPR) when needed. The students should learn Anatomy and physiology of the Cardiovascular and Reproductive systems in addition to the intro skills of the medical assisting field. The courses are designed to prepare a student for an EKG patient. The students should be able to perform EKG's on their peers. They should be shown how to read EKG's only on a basic level. Students should learn how to prepare a patient for an EKG. The students should be able to instruct a patient and to communicate with doctors about the EKG. The student, upon completion, will receive a certificate in EKG.

MA 460: CLINICAL LABORATORY PROCEDURES/A&PII (No Pre-Requisites) *5.0 Credit Hours*

These courses prepares students for laboratory procedures, how to prepare patients for collection process. The student should learn the basic Anatomy and physiology of endocrine system and digestive system along with the common test and procedures performed in a medical office. Students should be provided with the knowledge and skills necessary to send samples out to labs. Students should learn how to collect blood in a proper collection tubes and send it to the outside lab, collect urine samples and prepare them for labs. Students should learn basic Anatomy and Physiology of Nervous and Digestive system, how to inform patient on glucose machines and how to collect blood for the machines. Students learn how to use microscopes and look at different slides and be able to identify them and prepare blood for viewing.

MA 470: PROTECTIVE PRACTICES & CLINICAL SKILLS/A&PIII (No Pre-Requisites) 5*.0 Credit Hours*

This course should teach the students the basic Anatomy and physiology of the Integumentary and Skeletal systems; introduce the students to asepsis, infection control, CDC and OSHA regulations. The Students should also learn how to prepare sterile fields, assisting with office minor surgeries, in addition to learning the basic skill needed for work with pediatric patient like giving immunization, taking pediatric vitals & measurements and preparing growth charts. They also teach the student the basic Anatomy

and Physiology of muscular system, prepare them to perform medical math and pharmacy calculation, handling medication, and learn how to perform injection, routes of medication administration. Students should learn about the commonly prescribed medication side effect and how to communicate with patient, as well as be able to describe and explain laws pertaining to controlled substances and prescription medication, classify drugs according to their effects on the body, identify the parts of prescription as well as be able to list and describes the sections of the PDR. Additionally, the students should be able to understand expected character and personality traits sought in a medical assistant, as well as professionalism for medical assistant.

MA 400 1-2: EXTERNSHIP 1-2 (Pre-Requisites: Completion of all courses) *8.0 Credit Hours*
This course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities.

MEDICAL BILLING & CODING - 43 Credit Hours

GE 480: COMMUNICATIONS / PROFESSIONAL DEVELOPMENT-COMPUTER BASICS (No Pre-Requisites) *5.0 Credit Hours*
These courses are designed to help the student create greater success in college and in life. In the coming weeks, we review and teach many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and as a bonus, the students will be taught to express themselves more effectively in writing. This course provides an overview of proper keyboarding technique, business document formatting, and current software packages in word processing, spreadsheets, databases, graphics, and integrated software.

MBC410: MEDICAL TERMINOLOGY/ANATOMY AND PHYSIOLOGY (No Pre-Requisites) *5.0 Credit Hours*
This course aims at providing an understanding of medical terminology and anatomy and physiology to the students through step by step methods that create an easy way to learn medical terminology. The students should learn how to decipher the meaning of useful medical terms by breaking them down into word parts as well as the rules for building terms. Students will also be introduced to directional terminology, surface anatomy, and terms that are used to describe anatomical structures. A solid knowledge of word parts should lead to an easier understanding of the location and function of the anatomy involved, as well as pathology and procedures involved in the treatment of diseases. Through this format the students should reinforce the terms they have learned and improve their communication for success in the medical field.

HS430: MEDICAL OFFICE PROCEDURES (No Pre-Requisites) *5.0 Credit Hours*
This course is designed to familiarize students with clerical and administrative procedures involved in the operation of a medical office. The student should be introduced to verbal and written forms of communication, medical ethics, liability, records management, transcriptions, scheduling office/ surgical procedures, and manual/computerized patient processing. These courses should introduce the student on how to communicate to patients and other medical staff. Explain the importance of quality customer service. The students should be taught the necessity of correct documentation & electronic health records.

HS440: INTRODUCTION TO MEDICAL BILLING AND CODING (No Pre-Requisites) *5.0 Credit Hours*
This course is designed to introduce the student to basic billing and coding fundamentals. The student should learn manual and computerized CMS-1500 forms, manual and computerized coding. Students should learn how to use the CPT and ICD-10 manuals. In These courses, students should also complete a typing test for evaluation of speed and accuracy. These courses should introduce the student to advance procedures related to coding and billing. Medical offices want the most recent software and up to date coding and billing material. The courses should teach students use of different methods of billing. The students should use their knowledge of medical terminology and anatomy and physiology to help them understand terms related to getting claims paid, and on time.

MBC450: COMPUTERIZED BILLING (No Pre-Requisites) 5*.0 Credit Hours*
These courses should introduce the student on how to use a computerized billing program. The courses should teach students to combine the coding process with more advance medical and Medicare information. Students should learn how to start the claim process, process charges using an encounter form, create and send claims electronically, post payments from patients and insurance carriers, and balance at the end of the day using reports, and more.

MBC460: ADVANCED BILLING AND CODING (No Pre-Requisites) *5.0 Credit Hours*

This course should introduce the student to advanced coding using current CPT, ICD-10-CM, & HCPCS books. Medical offices want the most recent software and most update coding and billing material. The students should understand how the knowledge of medical terminology and anatomy and physiology will help them understand terms related to procedures and diagnoses. In these courses the students should learn how to abstract codes from reports and scenarios, determine which coding books are used based on diagnosis and procedures, converting narrative words to numeric codes.

MBC470: CLAIMS PROCESSING PROCEDURES AND COLLECTION (No Pre-Requisites) ***5.0 Credit Hours***
This course introduces the student to advanced coding using current CPT, ICD-9-CM/10, & HCPCS books. Medical offices want the most recent software and most update coding and billing material. Students should learn when and how to apply HCPCS codes, as well as situations that require HCPCS Coding. Students should be able to demonstrate the revenue cycle, as well as the steps involved in claims processing and collection procedures.

MBC400 1-2: EXTERNSHIP 1-2 (Pre-Requisites: Completion of all courses) ***8.0 Credit Hours***
This course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities.

VETERINARY ASSISTANT – 43 Credit Hours

VA-100: OFFICE & HOSPITAL PROCEDURES & CLIENT RELATIONS (No Pre-Requisites) ***5.0 Credit Hours***
This course provides instruction about the veterinary office & hospital procedures and the importance of good customer service skills. The students will learn scheduling appointments, billing and accounting, communicating effectively and compassionately with clients, managing medical records, budgeting, marketing, managing inventory, using outside diagnostic laboratory services and the necessity of correct documentation and electronic health records.

VA101: MEDICAL TERMINOLOGY, ANATOMY & PHYSIOLOGY (No Pre-Requisites) ***5.0 Credit Hours***
This course provides instruction about the structure and function/dysfunctions of the body systems of various domesticated animals and some exotic animals. Pathology is studied with correlation to procedures performed. Terminology is incorporated throughout to enhance student understanding of disorders and diseases.

VA 102: PHARMACOLOGY, PHARMACY AND NUTRITION (No Pre-Requisites) ***5.0 Credit Hours***
This course provides instruction about the various categories of drugs and their clinical use. Students are taught legal issues, filling medications and inventory control, and vaccinations. Students learn to identify dosage forms and calculate drug dosages. Students learn various vaccinations and proper protocols.

VA 103: ANIMAL BEHAVIOR, EXAMINATION ROOM PROCEDURES AND RESTRAINT (No Pre-Requisites) ***5.0 Credit Hours***
This course provides instruction about basic behavior of dogs and cats and preventing behavior problems. Students are taught how to place and remove animals from cages and placed on exam table or floor. Students are introduced to various restraint devises and how to apply including, muzzle, Elizabethan collar, restraint pole and feline restraint bags. Students will be taught how to recognize when to alter normal restraint or compromised patients in the exam room. Students learn the danger potential and special handling of small animals. Students learn examination room procedures including: taking and recording temperature, trimming nails, express anal sacs, identify external parasites, recognize AKC dog breeds and CFA cat breeds, identify gender of small animals, and perform exam room grooming.

VA 104: ANIMAL CARE AND NURSING (No Pre-Requisites) ***5.0 Credit Hours***
This course provides instruction on safety concerns including basic normal and abnormal animal behavior. How to utilize patient and personnel safety measures, hazardous waste disposal, basic sanitation, and OSHA standards. Students learn to assist in examinations by monitoring vital signs, gastrointestinal monitoring and nutritional support. Students learn how to monitor and restrain patients for fluid therapy and record observations. Grooming and skin care are introduced in this course. Students learn therapeutic bathing, basic grooming and dipping of small animals. Students learn how to administering topical and oral medications as well as intravenous administration and fluid therapy. Students will learn how to clean external ear canals. Students will be able to apply and remove bandages and have an understanding of wound and contamination and infection. Students learn wound closure and covering wounds. Students will learn nursing care for recumbent patients including turning, padding and euthanasia and post mortem care.

VA 105: SURGICAL PREPARATION AND ASSISTING (No Pre-Requisites) ***5.0 Credit Hours***
This course provides instruction in the role and responsibilities in small animal surgery. Students learn about surgical preparation areas; scrub area and surgery room. Students learn principles of asepsis; assist the veterinarian or veterinary technician with preparation of patients using aseptic technique. Students are introduced to surgical instruments including; scalpels and blades, scissors, needle holders, forceps retractors and various other instruments. Students will learn care and maintenance of surgical instruments and supplies. Students learn sterilization and disinfection technique, operate and maintain autoclaves, suture materials types and sizes, and suturing techniques, wound management, surgical assistance and pre and post-operatory care of animals. Individuals should learn the basic first aid techniques for dogs and cats due to common illness, injury, or life-threatening

incidents. Topics that will be addressed include recognizing a pet emergency, performing CPR and first aid on a pet, treating common problems and emergencies requiring immediate attention, administering pet medications, and stocking a pet first aid kit.

VA 106: LABORATORY PROCEDURES & DIAGNOSTIC IMAGING (No Pre-Requisites) 5.*0 Credit Hours*
Students will learn the role of the Veterinary Assistant in laboratory procedures. Students learn skills in handling animals, physical examinations, collect voided urine samples, assist in collecting blood samples, collect voided fecal samples for parasitological exam, how to handle rabies suspects and samples safely, and bandaging and splinting and other common laboratory procedures. Students will learn to use microscopes and learn standard hospital protocols. Students will be introduced to laboratory record keeping ensuring all lab results are accurately recorded, stock laboratory supplies and file laboratory reports. Students learn proper techniques of radiology and ultrasound as a means of diagnoses. Basic safety practices and techniques are followed including safety techniques for handling of processing chemicals. Students will be able to position patients including restraints, and assist the veterinarian or veterinarian technician in the completion of diagnostic radiographs and ultrasound. Students will learn how to process film in a darkroom. Proper care of equipment and clean screens is taught. Students will learn quality control labeling, filing and storing of film.

VA 400 1-2: – EXTERNSHIP 1-2 (Completion of all courses) *8.0 Credit Hours*
The course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a worksite appropriate to their training. Clinical externships are supervised work experience activities.

DENTAL ASSISTANT – 48 Credit Hours

DA410: DENTAL SCIENCE AND BIO MEDICAL (No Pre-Requisites) *6.0 Credit Hours*
These courses will serve as an eye-opening introduction to the essence and essentials of the fascinating and thriving healing art of dentistry. They will provide an overview of the dynamics of the dental profession through history; introducing the entire dental health care team, their differing skills/disciplines, the dental health sciences, and the legal, ethical, and environmental standards expected of a trusted and respected dental professional. Key subjects will include an introduction to the nine different specialties of dentistry, basic dental terminology and nomenclature, dental procedures, G.V. Black's classification of carious lesions, and an overview of basic human anatomy and physiology with an emphasis on the structures of the oral cavity, their histology, and embryology. Concepts in microbiology, oral pathology, developmental abnormalities, and dental anomalies will be explored. The local, state, and federal regulations that govern the practice of dentistry, risk management, maintenance of dental records, the standard of care, the American Dental Assistants Association's (ADAA) Principles of Ethics, dental coding, insurance processing protocols, and civil and criminal law will also be covered.

DA420: PREVENTIVE DENTISTRY & EMERGENCY PROCEDURES (No Pre-Requisites) *6.0 Credit Hours*
The principles of both preventive and crisis care will be visited in these courses. Students will study the prevention of dental disease with an emphasis on fluoridation, visual aids, oral hygiene instruction, nutrition and nutritional counseling, and community dental health research/projects. Students will be trained for competency in the preventive clinical skills of coronal polishing, fluoride application, and the administering of pit and fissure sealants. Training in the identification and assessment of dental emergencies, as well as protocols involved in the treatment of urgent conditions such as alveolitis, dental abscesses, avulsed teeth, broken prosthesis, soft tissue injury, broken or chipped teeth, and loose dental restorations will also be provided. Students will be trained in Basic Life Support, including CPR, and upon successful completion of the requirements mandated by the American Heart Association; the student will earn a Basic Life Support certification card.

DA430: DENTAL CHAIR-SIDE ASSISTING (No Pre-Requisites) *6.0 Credit Hours*
Excellent chair-side assisting technique is an essential skill for the successful, clinically-oriented dental auxiliary. It is a valuable quality of a dental assistant who will always be in high demand, and of great value to the entire dental team. These courses will provide students with an understanding of the general layout and design of a dental office. The student will learn instrument setup and procedures for each dental specialty, including the use and preparation of specific instruments/supplies of the dental armamentarium. Emphasis will be placed on the importance of proper seating and dismissal of the patient, preparing the patient for treatment, managing patient comfort during treatment, and how to competently employ the methods of moisture control, oral evacuation, topical anesthesia, and other pain and anxiety management measures. Additional subjects will include basic pharmacology, restorative and esthetic dental materials, universal precautions/infection control, equipment safety/maintenance, ergonomic positioning of the dental team, identification and transferring of instruments in a four-handed setting, maximizing visibility of the operative field, charting of the oral cavity, and the placement of dental dams. The documentation of the patient's chief complaint, vital signs, symptoms, diagnostic findings, and treatment planning for general dentistry, as well as for the specialty areas of periodontics, endodontics, oral pathology, orthodontics, pediatrics, prosthodontics, and oral and maxillofacial surgery will be studied. Students will explore the various specialties of dentistry as they relate to the procedures performed in a general dental practice.

DA440: DENTAL LAB MATERIALS & TECHNIQUES (No Pre-Requisites) *6.0 Credit Hours*
These courses orient students about the role of bridges, abutments, sealants, cements: ***restoration***. While dentistry is popularly known to be a healing art; within the dental team, dentistry *also* happens to be an exacting art of renovation and craftsmanship…just on a very small scale. These courses will orient a dental assistant who is discerning and skilled in dental

materials is a valued and integral part of the restorative process. This hands-on course will navigate students through the many characteristics and clinical uses of dental materials, including their preparation, handling, and application across all the dental disciplines. The management of dental inventory and equipment is another valued skill critical to the repertoire of a dental assistant that will also be covered.

DA450: DENTAL RADIOGRAPHY (No Pre-Requisites) ***6.0 Credit Hours***

These courses will orient the student in the physics and biological effects of ionizing radiation during a radiographic exposure. Training will be provided in capturing the various types of intraoral and extra oral radiographs for proper diagnosis by the dentist. These courses will also orient the student to gentle film placement technique, film processing and developing, the proper mounting of radiographs, and digital radiography. Emphasis will be placed on ALARA principles, utilization of protective equipment and safe positioning to maintain both patient and operator safety, and the proper labeling and storage of radiographic materials to prevent loss and exposure. In these capstone courses, certification preparation and career planning will also be covered.

DA460: – Safety, Regulations and Office Procedures (No Pre-Requisites) ***6.0 Credit Hours***

These hands-on courses are designed to teach the business aspect of a dental practice. They should provide the understanding of communication methods, technology, financial and marketing aspects to become an advocate for the profession of dentistry and the patients you care for. Emphasis on legal, ethical and safety guidelines should be included into this course, along with infection prevention, OSHA and patient information and assessment.

DA400 1-2: Externship 1-2 (Pre-Requisites: Completion of all courses) ***12.0 Credit Hours***

The courses are designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities.

HVACR TECHNICIAN – 54 Credit Hours

HV 101 Math for Technicians (No Pre-Requisites) ***6.0 Credit Hours***

These classes are designed as a basic math course for students in technical programs. Appropriate application for technical program needs will be stressed throughout. The courses will review operations with fractions, decimals, percentages, signed numbers, ratios and proportions, the metric system, geometry and basic trigonometry.

HV 102 Electrical Considerations for HVACR (No Pre-Requisites) ***6.0 Credit Hours***

These courses are designed to introduce students to the basics of electrical theory, safety, interpretation of electrical diagrams, knowledge of electrical components, fundamentals of motors and capacitors, transformers, and power controls.

HV 103 Electric Heat (No Pre-Requisites) ***6.0 Credit Hours***

These courses are designed to introduce students to the theory and application of electric heat, knowledge of system components, installation and services, thermostats, air flow, electric heat troubleshooting and problem solving, and knowledge and use of test instruments and tools.

HV 104 Air Conditioning (No Pre-Requisites) ***6.0 Credit Hours***

These classes are designed to introduce students to the fundamentals and theory of air conditioning, refrigerants and refrigerant oils, system components, CFM air balance, recovery/recycling/reclamation, leak detection,/testing, evaluation and charging, air conditioning troubleshooting and problem solving, evaporator temperature, knowledge and operation of test instruments and tools.

HV 105 Gas Heat (No Pre-Requisites) ***6.0 Credit Hours***

These classes are designed to teach students understanding and knowledge of gas heat systems. Students will learn combustion theory and heating fuels, safety measures, knowledge of heating systems and components, installation and service, gas heat troubleshooting and problem solving, and knowledge of test instruments and required tools.

HV 106 Heat Pumps (No Pre-Requisites) ***6.0 Credit Hours***

These courses focus on the theory and operation of reverse cycle refrigeration including supplementary heat as applied to heat pump systems, including service and installation, maintenance and troubleshooting. The classes focus on heat pumps facts, technology, and operation.

HV 107 Commercial Air Conditioning (No Pre-Requisites) ***6.0 Credit Hours***

These courses introduce students to the electrical, pneumatic and electronic control circuits applied to year round air conditioning systems. Topics include reading wiring and schematic diagrams, troubleshooting and designing high and low voltage control systems. The modules examine high pressure, low pressure and absorption chilled-water systems, cooling towers and pumps, operation, maintenance, and troubleshooting of chilled-water AC systems, commercial, packaged rooftop, variable refrigerant flow, and variable air volume systems.

HV 108 Commercial Refrigeration (No Pre-Requisites) ***6.0 Credit Hours***

In these courses students will study refrigeration theory, characteristics of refrigerants, temperature and pressure, tools and equipment, soldering and brazing, refrigeration systems, system components, compressors, evaporators, and metering devices. The courses provide students with the understanding of refrigeration systems such as refrigerators, ice machines, coolers and freezers

in residential and commercial environments. Students will learn to locate, troubleshoot, service, and install components of the HVACR system.

HV 109 Troubleshooting and Problem Solving (No Pre-Requisites) ***6.0 Credit Hours***

These courses provide an in-depth study of troubleshooting and repair of all equipment used and presented throughout the program as well as equipment typically found in workplaces or shops. Topics include troubleshooting and problem solving in refrigeration, air conditioning, gas heating, water chillers, water towers, air handlers, and air systems.

SHORT COURSES FOR CONTINUING EDUCATION OR CORPORATE TRAINING

Course Name	Total Hours	Award
Computer Aided Design Drafting CADD	100	Certificate of Completion
Revit	100	Certificate of Completion

Computer Aided Design Drafting CADD Course Description and Objectives

This course will teach and enhance students' ability to combine and apply AutoCAD basic techniques and capabilities to design/drafting projects. After sixty hours of training, students will be able to choose a specific application in the field, or architectural, mechanical, civil, and structural exercises or projects. Before the completion of the course, students will have an opportunity to put together a portfolio of their own drawing projects. Students will work at computer stations with fully configured CADD software for use, and will bring work projects to the classroom (instructor assigned, if needed), which encompasses the most dynamic part of the course as students will not only learn how to apply the CADD system to their specific project, but also learn how to resolve design/drafting problems by doing and observing other trainees. Completers of this course will receive a Completion Certificate. **Please note this course is not included within the school's grant of accreditation**.

Revit Course Description and Objectives

This course is designed to provide students with a well-rounded knowledge of AutoDesk Revit tools and techniques. All three disciplines of the Revit platform are introduced in this class. This class will introduce students to the broad overview of the Building Information Modeling BIM process. Class will cover the design integration of most building disciplines: architectural, interior design, structural, and Mechanical Electrical Plumbing MEP. Students will work at computer stations with fully configured Revit software for use, and will bring work projects to the classroom (instructor assigned, if needed), which encompasses the most dynamic part of the course as students will not only learn how to apply the Revit system to their specific project, but also learn how to resolve design/drafting problems by doing and observing other trainees. Completers of this course will receive a Completion Certificate. **Please note this course is not included within the school's grant of accreditation.**

ACHT
AMERICAN COLLEGE OF HEALTHCARE & TECHNOLOGY

2026-2027 PROGRAM COSTS

Program	ST	VA	MA	MBC	MT&PTA	DA	HVACR
Tuition	$35,990.00	$17,479.00	$17,225.00	$17,125.00	$16,747.00	$17,403.00	$16,940.00
Registration Fee (non-refundable)	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00
STRF (non-refundable)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Textbooks	$565.00	$275.00	$555.00	$685.00	$830.00	$407.00	$190.00
Supplies Kit	n/a	$56.00	$30.00	n/a	$233.00	n/a	$680.00
Uniforms	$40.00	$40.00	$40.00	$40.00	$40.00	$40.00	$40.00
Other Charges	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Mandatory Charges (No Laptop) **Total Charges Pay Period 1** **Total Charges Pay Period 2** **Total Charges Pay Period 3** **Total Charges Pay Period 4** **Total Charges Pay Period 5**	$36,695.00 $7,300.00 $6,595.00 $8,327.00 $8,326.00 $6,147.56	$17,950.00	$17,950.00	$17,950.00	$17,950.00	$17,950.00	$17,950.00
Total Charges (with optional Laptop at $400)	$37,095.00	$18,350.00	$18,350.00	$18,350.00	$18,350.00	$18,350.00	$18,350.00

Cost per Credit Hour

ST - $304.54 (118 quarter credit hours)
VA - $406.01 (43 quarter credit hours)
MA - $396.26 (43 quarter credit hours)
MBC - $398.73 (43 quarter credit hours)
MT&PTA - $391.56 (43 quarter credit hours)
DA - $362.52 (48 quarter credit hours)
HVACR - $317.99 (54 quarter credit hours)

The schedule for total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same and are listed here.

Program Names

ST – Surgical Technology Associate of Occupational Science (AOS) Degree Program
VA – Veterinary Assistant Diploma Program
MA – Medical Assistant Diploma Program
MBC – Medical Billing and Coding Diploma Program
MT&PTA – Massage Therapist and Physical Therapy Aide Diploma Program
DA – Dental Assistant Diploma Program
HVACR – HVACR Technician Diploma Program

Discounts

Discounted prices ($24,995.00 for Surgical Technology and $12,995.00 for all other programs) are available to qualifying students referred by local Work Investment Board agencies. I-TRAIN price for Vet Asst program is $12,335.00.

ADDITIONAL COSTS (Not charged by the school to be paid to an entity other than the school):

- Laptop charge ($400) for students who wish to add a laptop to their charges
- Background checks (Estimated cost $20)
- Immunizations – TB (Mantoux) test (all students) (Estimated cost $38)
  Surgical Technology Program – TB (Mantoux), Rubella, Rubeola, Varicella, Hepatitis B, Tetanus (Estimated costs $38, $50, $120, and &$20, respectively)
- Drug screening (Estimated cost $70)
- Transportation to and from externship and clinical sites (Estimated cost varies depending on mileage)
- National Certification exam fees other than CST or TS-C (Estimated cost $200)
- Photos for Applications (Estimated Cost: &10-&20)
- CAMTC certification fees will not be paid for students who do not graduate from the Massage Therapist & Physical Therapy Aide program. (Estimated Cost: $300)

STUDENT TUITION RECOVERY FUND DISCLOSURES (CCR 76215)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd, Suite 225, Sacramento, CA 95834, Telephone (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:
1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.
A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

ADMINISTRATION AND STAFF

AMIR BANIASSAD	CEO & CAMPUS DIRECTOR (Riverside)	**FULL-TIME**
SIAVASH BADIEI	CFO & VICE PRESIDENT	**FULL-TIME**
SAHAR ANDISHA	DIRECTOR OF OPERATIONS	**FULL-TIME**
ALI ANDISHA	DIRECTOR OF QUALITY ASSURANCE	**FULL-TIME**
KATIE SHIN	DIRECTOR OF FINANCIAL AID	**FULL-TIME**
ARTHUR RAHMAN	CAMPUS DIRECTOR (Huntington Park) & DISTANCE ED SPECIALIST	**FULL-TIME**
CESAR MORALES	DIRECTOR OF COMPLIANCE *& Interim* CAMPUS DIRECTOR (Santa Ana)	**FULL-TIME**
BAHMAN GHAFIRI	ACCOUNTING MANAGER	**FULL-TIME**
MARIA TORO	REGISTRAR	**FULL-TIME**
GRACIE ANDUJAR	DIRECTOR OF ADMISSIONS (Riverside)	**FULL-TIME**
MARIA CONTRERAS	DIRECTOR OF ADMISSIONS (Huntington Park)	**FULL-TIME**
ANGIE GIANINI	ADMISSIONS REPRESENTATIVE	**FULL-TIME**
MELINDA SERBAN	BURSAR	**FULL-TIME**
ROBERT AGUILAR	FINANCIAL AID ADVISOR	**FULL-TIME**
ANGELES RAMIREZ	FINANCIAL AID ADVISOR	**FULL-TIME**
DAVID ANGEL	ADMISSIONS REPRESENTATIVE	**FULL-TIME**
AMELIA MARQUEZ	FRONT DESK RECEPTIONIST	**FULL-TIME**

FACULTY

DAVID CAMARENA, CST, AAS AAS Degree in Health Sciences by Siena Heights University, Adrian, Michigan ST Diploma by Southland College of Medical Careers, Los Angeles, California CST National Certification by the National Board of Surgical Technology and Surgical Assisting	SURGICAL TECHNOLOGY INSTRUCTOR	**FULL-TIME** (RIV)
STEPHEN WILLIS, CST, AA AAS Degree in Surgical Technology Concorde Career College San Bernardino, CA CST National Certification by the National Board of Surgical Technology and Surgical Assisting	SURGICAL TECHNOLOGY INSTRUCTOR	**PART-TIME** (RIV)
PRICILLA ZARAGOZA, CST, AAS AAS Degree in Surgical Technology Concorde Career College Kansas City, MO CST National Certification by the National Board of Surgical Technology and Surgical Assisting	SURGICAL TECHNOLOGY INSTRUCTOR	**FULL-TIME** (RIV)
MIRWAIS KHORAM, MD, CST Medical Training Afghan University, Peshawar, Afghanistan CST National Certification by the National Board of Surgical Technology and Surgical Assisting	SURGICAL TECHNOLOGY PROGRAM DIRECTOR	**FULL-TIME** (RIV)
LYDIA CHAVARRIA, CMT Massage Therapy Diploma National Holistic Institute Santa ana, CA Certified Massage Therapist by the California Massage Therapy Council	MASSAGE THERAPIST & PHYSICAL THERAPY AIDE INSTRUCTOR	**FULL-TIME** (RIV)
KHALILAH EALY, CMT CAMTC Certified Massage Therapist Georgia Medical Institute Jonesboro, GA	INSTRUCTOR, MASSAGE THERAPIST & PHYSICAL THERAPY AIDE	**PART-TIME** (HP)
AZUCENA SUSAN ROMAN, M.D. *University of Zacatecas, Mexico*	INSTRUCTOR, MEDICAL ASSISTANT & MEDICAL BILLING & CODING	**FULL- TIME** (RIV-HP-SA)

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FACULTY

SHAINA NIELSON, BA, CVA Communicology University of Hawaii, Manoa SNO-ISLE Technical Skills Center Everett, WA	INSTRUCTOR, VETERINARY ASSISTANT	**FULL- TIME** (RIV-HP-SA)
GAMAL RAZCALLA, M.D. Bachelor of Medicine & Surgery *Ain Shams University, Egypt* *Cairo University, Egypt*	INSTRUCTOR, MEDICAL ASSISTANT	**FULL- TIME** (RIV-HP-SA)
ELIZABETH SANCHEZ Medical Assistant Diploma by *Career Colleges of America, Los Angeles, CA*	INSTRUCTOR, MEDICAL ASSISTANT LAB	**PART-TIME** (HP)
RANJANA THAREJA, BS Bachelor of Science in Nursing New Delhi University, India Medical Assistant Diploma Ashworth College, Atlanta, GA	INSTRUCTOR, MEDICAL ASSISTANT	**FULL-TIME** (RIV-SA)
TERESA THRASHER, VA Veterinary Assistant Certificate Heritage College Lake Forest, CA	INSTRUCTOR, VETERINARY ASSISTANT	**FULL-TIME** (SA)
NASSRIN YOUSEFI, RDA Registered Dental Assistant by the Dental Board of California Dental Assistant Certificate by *Hacienda La Puente Adult Education – La Puente, CA*	INSTRUCTOR, DENTAL ASSISTANT	**PART-TIME** (RIV)
ETHAN PADILLA, BS EPA Universal Cert, C-20 Licensed California State University, Dominguez Hills' Carson, CA	INSTRUCTOR, HVACR TECHNICIAN	**PART-TIME** (HP)
ALEX PEREZ HVACR Technician Universal EPA 608 Certified UEI College Riverside, CA	INSTRUCTOR, HVACR TECHNICIAN	**FULL-TIME** (RIV)

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START DATES 2026

January 20, 2026

February 18, 2026

March 18, 2026

April 15, 2026

May 13, 2026

June 15, 2026

July 13, 2026

August 10, 2026

September 8, 2026

October 6, 2026

November 3, 2026

December 7, 2026

THANKSGIVING RECESS: 11/25/2026 through 11/29/2026

WINTER RECESS: 12/18/2026 through 01/03/2027

ADDENDUM – HISTORY OF CHANGES

Effective Date	Revision
8/23/2023	Enrollment of ATB students ceased
9/28/2023	• Program name change from Physical Therapy Aide/Massage Therapist to Massage Therapist & Physical Therapy Aide • New hours and credits implemented: 800 hours/43 credits for MA, MBC, VA, MT&PTA, PT; 720 hours/54 credits for HVACR; 840 hours/48 credits for DA.
10/23/2023	• Added categories for professional judgement
11/25/2023	• Changed laptop charge to $400 and added EPA 608 as grad requirement for HVACR students. • No cancellation for externship-only reentry.
1/1/2024	• New hours in ST (2250 to 1746 excluding outside hours) • Posted all 2024 start dates and breaks
2/6/24	• Cost per credit hour added to program costs
4/1/24	• STRF reduced to zero in charges • Grad Completer status explained • Changed wording to Certificate from Certification re phlebotomy
5/8/24	• Rev LOA policy for granting LOAs without prior written request and clarify when 12 month period begins • Rev Make Up Policy to provide more detail defining excused absences and terms • Update SAP policy • Remove MT&PTA offering from SA
7/31/24	• Changed hours of operation from 8-7 to 9-6 • Changed cancellation period from 30 day to 07 days for all 7/31/24 starts • Listed all programs using blended delivery as suggested by ABHES • Added definition of grievance and detailed documentation.
1/21/2025	• Added MT&PTA offering in SA • Clarified no free laptops for online programs in admissions section • Removed reference to college-issued phlebotomy certificate • Added 2025 start dates and student breaks
3/19/2025	• Added Past Due Accounts Policy
7/1/2025	• Added policy on background checks for minors • Replaced section on President's List with section re grad ceremony and fees
7/22/2025	• Added statement under Tuition Planning re participation in state and federal FA • Deleted references that tuition covers books, etc. • Itemized costs to include books, uniforms • Revised VA billing cycle based on VA observations
9/2/2025	• Added TS-C to additional costs and note that these are not to be paid to third parties • Added Course Completion Policy and removed reference to Test Out (TO) from Qualitative Measure chart
10/2/2025	• Added amount for WIOA pricing
1/1/26	• Removed distance ed ratio cap
7/1/2026	• Removed GPA reference in standard 1 SAP policy and added 67% passing % • In LOA policy added need for reasonable expectation for approval and specified no additional charges
8/11/2026	• Updated book prices and tuition charges • Updated mid morning schedule to be 10:30 am to 3:30 pm • Clarified 100-hour course are ABHES approved outside of accreditation scope
10/23/2026	• Clarified HVACR lab & lecture hours are not distributed evenly • Added grade rounding policy • Consolidated WF and WL to W for withdrawals and removed Externship failing reference in qualitative measures of grading standards
11/05/2026	• Amended the Grading System, Graduation Requirements, Satisfactory Academic Progress, Course Repetition and Leave of Absence sections • Added Payments Delinquency and Collections Policy

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