



## **SCHOOL CATALOG**

**September 1, 2019-August 31, 2020**

**Altamont Healthcare is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the California Education Code.**

### **Brief History:**

Altamont Healthcare started in the heart of San Joaquin Valley, California. It began as a sole proprietor operated by a physical therapist engaged in physical therapy and staffing. It was subsequently transformed into a corporation in 2009 and in 2012 it operated as a training healthcare facility. It was incorporated by Cherish Canda and R. Glenn V. Campbell. Because of its strategic location, Altamont Healthcare serves various counties including San Joaquin, Fresno, Sacramento, Stanislaus and even the Bay Area.

Altamont Healthcare obtained a Verification of Exemption from the Bureau of Private Postsecondary Education (BPPE) at its early stage. It originally offers the single course of Sterile Processing and Distribution Technology for several years. But as a result of increasing interest from the community, including from local hospitals and facilities, Altamont Healthcare offers the EKG, ERT and Tech in Surgery programs. It also opens its first satellite office in Bakersfield, CA in 2015. Altamont Healthcare has small class sizes not exceeding 16 students realizing that learning at different skill levels and background may be maximized on this basis.

On August 13, 2018, Altamont Healthcare was approved to operate by BPPE.

### **Mission:**

Altamont Healthcare will train and educate motivated individuals, regardless of their backgrounds, allowing them to pursue a career in the healthcare industry. Altamont Healthcare aims to equip its students with competence and professionalism to help them become exceptional workers and thrive in their careers.

### **Objectives:**

Our objectives are:

1. Knowledge. Altamont Healthcare imparts to its students the knowledge and the know-how to thrive in the career of their choice.



# Altamont Healthcare

[www.altamonthealthcare.com](http://www.altamonthealthcare.com)

1350 W. Robinhood Drive Suite 5, Stockton, CA 95207 Ph: (209) 267-4419 Fax: (209) 476-8747

2. **Affordability.** Altamont Healthcare offers excellent training opportunities for all motivated individuals regardless of socio-economic status by providing affordable tuition and a variety of payment plan options.
3. **Qualification.** The training courses qualify the graduates to take a national and/or international certification conducted by the Certification Board for Sterile Processing and Distribution (CBSPD) and the National Competency for Certification Testing (NCCT).
4. **Skills.** With competent and experienced instructors, Altamont Healthcare provides hands-on experience through laboratory work, a course project and facility exposure.
5. **Connections.** Altamont Healthcare assists its graduates in pursuing their healthcare career by connecting them with our affiliate hospitals or facilities through facility exposure or externship program.
6. **Job Advantage.** The students will have a head start through free BLS/CPR certification, examination review and career building workshops aimed to equip them with all the tools necessary for employment.
7. **Success.** The courses are designed to provide our graduates with the skills to pass the certification exams, competence to do the job right and fulfillment to healthcare career.

## **Classes Location:**

Altamont Healthcare facilities, where classes are held are located at:

1350 W. Robinhood Dr., Suite 5  
Stockton, CA 95207

4420 Easton Dr., Suite 200  
Bakersfield, CA 93309

## **Description of Facilities:**

Facilities are set up for maximum learning potential. The facilities have ample space where students can gather and discuss. The Stockton facility has its own bathrooms, breakrooms and capacity for computer access, while the Bakersfield facility has access to bathrooms, breakrooms and computer access





Instructions are conducted in a regular classroom setting using projectors, online materials, books, manuals and laboratory materials such as surgical instruments, PPE materials, EKG machine, among others.

### **Business Hours and Holidays:**

Altamont Healthcare in Stockton, CA is open on Mondays to Fridays, from 800am to 500pm. It is open on some Saturdays from 800-1200 or extend its business hours at its discretion.

Altamont Healthcare in Bakersfield, CA is open on Mondays to Fridays, from 1000am to 300pm. It is open on some Saturdays from 800-1200 or extend its business hours at its discretion.

The following holidays are observed, and Altamont Healthcare facilities will be closed:

September 2, 2019, Labor Day

November 28-29, 2019, Thanksgiving Holidays

December 24-25, 2019, Christmas Holidays

January 1, 2020, New Year's Day

May 25, 2020, Memorial Day

July 4, 2020, Independence Day

September 7, 2020, Labor Day

Altamont Healthcare will have limited hours operating from 900am-100pm from December 26-31, 2019.

### **School Management:**

*Chief Executive Officer (CEO)/ Administrator: Cherish Angelic O. Canda*

**Job Duties:** Primarily responsible for the overall administration of Altamont Healthcare. The role includes proper and efficient operation, maintain company policies and deliver its goals. It further includes implementing effective instructions designed to prepare students for a career and ensuring compliance with the pertinent rules and regulations of the industry.

**Qualification:** She is a licensed physical therapist both in California and in the Philippines. She managed her own physical therapy business for several years. She held the position of Chief



Operations Officer from 2012-2018 and she is currently pursuing Executive Master of Business Administration scheduled to conclude in October 2019.

*Chief Academic Officer (CAO): Lesley Claire Canda*

**Job Duties:** Primarily responsible for the administration of academic affairs including the supervision on faculty, coordination in the development of educational programs and curricula, and implementation of the institution's mission, purposes and objectives.

**Qualification:** She is a registered nurse since 2004 and has worked in various hospitals. Her background enables her to ensure proper training of students for the programs offered and will be offered.

*Externship and Compliance Coordinator: R. Glenn V. Campbell*

**Job Duties:** As externship coordinator, the position ensures proper agreements, performance and evaluation with student externship. It deals with setting and maintaining externship agreements, student placement and issues that may arise. The position of compliance coordinator ensures compliance with laws and regulations pertaining to the operation of Altamont Healthcare, including use of proper forms, documents and procedures.

**Qualification:** He holds a J.D. and worked as an attorney for several years. He was the Altamont Healthcare CEO from 2012-2018.

*Office Manager: Azucena V. Campbell*

**Job Duties:** The Office Manager is responsible in organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. The Office Manager reports to the Chief Executive Officer. This includes maintaining office services and efficiency, assisting in enrollment, tracking student files and payment and maintaining office records.

**Qualification:** She holds a Ph.D. degree and worked as a school principal in the Philippines for several years. She worked at the Department of Motor Vehicles for about 12 years where part of her job was assisting the human resources department, handling money and interacting with various customers.





## **Staff:**

*Krystal Bowe:* She was formerly a student at Altamont Healthcare, and she has worked as a certified sterile technician in hospitals for about 6 years. She worked as a clerk and receptionist in medical and legal setting for some time. She is assigned to track student success in exams and in their career.

*Khristiane Cruz:* He holds a Bachelor of Science in Biology and Doctor of Medicine degrees. He has worked as a physician's assistant for about 7 years and currently teaches at Altamont Healthcare and assist in its operations.

*Liana Dizon:* She rose from the ranks as a physical therapy aide to assistant manager while she was employed at a doctor's office for 17 years. Her work there gave her extensive exposure in dealing with externship issues, billing and supervising staff. She is now tasked with student externships.

*Brianna Garcia:* She has experience for over 17 years in the area of office technology and medical assisting where she also obtained formal training. She has worked in the fields of collections, medical reception and assisting. She now handles student relations where she deals primarily with student enrollments and coordinating with third party payments.

*May Gier:* She currently assists in office operations bringing with her years of experience as office assistant and receptionist. She primary handles student records, payments and general office organization.

*Laurie Kharazi:* She has an extensive experience in the business world. She first started as a network engineer and took on a sales position where she covered multi states. She also pursued a degree in General Education. She is now in-charge of the Bakersfield location where she also teaches and places students for externship.

*Karina Soto:* She joined Altamont Healthcare since 2013 after spending number of years working in the legal industry. For about 5 years, she was working as an office and legal assistant in law offices. Her office experience for over 15 years gives her efficiency in administrative and computer skills.

*LeAnn Watson:* She currently assists in student relations and operations. She has years of experience in an office setting having assumed roles as clerical and inventory staff and dealt with



business and public relations. She is currently pursuing a bachelor's degree in Business and Communications.

## **Faculty:**

### Sterile Processing and Distribution Technician Certification (SPDT):

*Khristiane Cruz:* He holds a Bachelor of Science in Biology and Doctor of Medicine degrees from the Philippines. He has worked as a physician's assistant for about 7 years and currently teaches at Altamont Healthcare and assist in its operations.

*Laurie Kharazi:* She has an extensive experience in the business world. She first started as a network engineer and took on a sales position where she covered multi states. She also pursued a degree in General Education. She is now in-charge of the Bakersfield location where she also teaches and places students for externship.

*De'Ann Smith:* She has been a manager in the sterile processing department in Stockton hospitals since 2010. She has been in the field of sterile processing for over 20 years. She has taught with Altamont Healthcare for about 4 years.

### EKG Certification Course

*Katy Escobedo:* She has been a medical assistant for about 20 years and has been in the healthcare training for at least 3 years. She is a certified medical assistant and a certified BLS CPR instructor.

*Zeshan Khan:* He obtained his Doctor of Medicine Degree in 2015. He has also completed courses in Medical Assisting, EKG, Phlebotomy and Personal Care Giving. He has taught different healthcare subjects for several years.

### Endoscopy Reprocessing Technician Course (ERT)

*De'Ann Smith:* She has been a manager in the sterile processing department in Stockton hospitals since 2010. She has been in the field of sterile processing for over 20 years.

### Tech In Surgery (Surgical Tech) Certification Course

*Peter Hickox:* He is a doctor specializing in obstetrics and gynecology for over 30 years. He has taught in various institutions in the United States and presented at various medical meetings and conventions. He is also a published author on various topics in medicine.





*Zeshan Khan:* He obtained his Doctor of Medicine Degree in 2015. He has also completed courses in Medical Assisting, EKG, Phlebotomy and Personal Care Giving. He has taught different healthcare subjects for several years.

### CPR/ BLS Course

*Peter Hickox:* He is a doctor specializing in obstetrics and gynecology for over 30 years. He has taught in various institutions in the United States and presented at various medical meetings and conventions. He is also a published author on various topics in medicine.

*Bella Rosales:* She has been a certified medical assistant for about 10 years and a certified BLS CPR instructor.

### Accreditation:

Altamont Healthcare or any of its programs is not accredited by an accrediting agency recognized by the United States Department of Education. Altamont Healthcare does not offer degree programs.

### No Guarantees:

Altamont Healthcare does not guarantee that any student will pass the certification exams. There is also no guarantee that student will be admitted for externship program or will be employed in the capacity of their training.

### Admission:

#### *General Requirements:*

For all educational programs, students must be at least 18 years old at the time of enrollment. A high school diploma or its equivalence is needed. For this purpose, equivalence means GED or diploma for higher learning. Diplomas in foreign language need to be translated in English by a certified translation service agency.

A copy of a valid government ID is required.

For the Tech in Surgery program, a brief interview by Altamont Healthcare is required for admission. A prospective student may be denied admission on the basis of the interview.

Altamont Healthcare reserves the right to impose additional requirements it may deem necessary.



## *Equal Opportunity:*

Altamont Healthcare is committed to the philosophy of equal opportunity and access in all educational programs and services. Altamont Healthcare is committed to a policy of nondiscrimination on the basis of race, color, national origin, ancestry, religion, sex, age, handicap, marital status, sexual orientation, or veteran status in our employment or educational programs.

## *Credit for Previous Education Policy:*

Altamont Healthcare at its discretion may or may not grant credit for previous education and/or experience in the healthcare field completed within five (5) years prior to admission.

## *Credit for Prior Experiential Learning:*

Altamont Healthcare does not grant any credit for prior experiential learning.

## *Transfer Agreement:*

Altamont Healthcare does not have any articulation or transfer agreement with any school or institution.

## **Transferability of Credit:**

### **“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”**

“The transferability of credits that students earn at Altamont Healthcare is at the complete discretion of the school facility that students seek to transfer with. Acceptance of the certificate you earn in Altamont Healthcare is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 the 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 Altamont Healthcare to determine if your certificate will transfer.”





## **Language Instruction:**

Altamont Healthcare will conduct all instruction in English and does not offer English as a second language instruction. Altamont Healthcare does not admit foreign student nor does Altamont Healthcare offer any immigration or visa assistance to its students.

## **Language Proficiency:**

Altamont Healthcare Administrator or her designee will conduct an interview with students who obtained their high school diploma or its equivalence from a country where English is not the primary language. The interview will determine if students possess the English language proficiency of a 12<sup>th</sup> grade, necessary to read, write, speak, understand and pass the courses it offers.

During the admission interview, the student's proficiency in the English language will be assessed and documented to ensure they are able to be academically successful.

## **Description of Programs:**

### **Sterile Processing and Distribution Technician Course (SPDT)**

*Description:* This 100-hour certification course prepares students to properly decontaminate, pack and sterilize surgical instruments or equipment for safe use in mostly surgical setting.

#### *Outline:*

- I. Medical Terminology
  - 1. Root words, prefixes and suffixes
  - 2. Abbreviations
- II. Roles and Responsibilities
- III. Anatomy and Physiology
  - 1. General Anatomy
  - 2. Physiology
- IV. Microbiology



- V. Infection Control
- VI. Decontamination
  - 1. Cleaning
  - 2. Disinfection
  - 3. Specialized Instruments
- VII. Processing Patient Care Equipment
- VIII. Preparation, Packaging, Instrumentation
  - 1. Preparation
  - 2. Packaging Materials
  - 3. Specialized Instruments
- IX. Sterilization
  - 1. Types of Sterilizers
  - 2. Parameters
  - 3. Trouble Shooting
- X. Sterile Storage
- XI. Inventory Control and Distribution

*Completion:* Students should have an average grade of not less than 75% from all tests, homework, classwork and laboratory exams. Students should also obtain a grade of not less than 75% in final exams. A course project is also needed to successfully complete this course.

*Certification Exams:* Students successfully completing the course are eligible to sit for the international certification examinations administered by the Certification Board for Sterile Processing and Distribution. The exams are conducted four times a year, in the first week of February, May, August and November. For more information, visit the website at [www.sterileprocessing.org](http://www.sterileprocessing.org).





## *Class Schedule:*

### Stockton Location

Session	Dates	Instructor
Winter, Weekend	November 9, 2019 to January 5, 2020 Saturdays 800am- 500pm Sundays 900am- 200pm	De'Ann Smith
Winter, Night	November 11, 2019 to January 9, 2020 M, T and Th 530pm-1030pm	De'Ann Smith
Winter, Day 1	December 2, 2019 to January 17, 2020 M, W 800am- 500pm F 800am-12 noon	Khristiane Cruz
Winter, Day 2	November 26, 2019 to January 23, 2029 T, Th 800am- 500pm	Khristiane Cruz
Spring, Weekend	February 15, 2020 to April 5, 2020 Saturdays 800am- 500pm Sundays 900am- 200pm	De'Ann Smith
Spring, Night	February 24, 2020 to April 7, 2020 M, T and Th 530pm-1030pm	De'Ann Smith
Spring, Day	March 16, 2020 to April 17, 2020	Khristiane Cruz



# Altamont Healthcare

[www.altamonthhealthcare.com](http://www.altamonthhealthcare.com)

1350 W. Robinhood Drive Suite 5, Stockton, CA 95207 Ph: (209) 267-4419 Fax: (209) 476-8747

	M, W 800am- 500pm F 800am-12 noon	
Summer, Weekend	May 9, 2020 to July 5, 2020 Saturdays 800am- 500pm Sundays 900am- 200pm	De' Ann Smith
Summer, Night	May 18, 2020 to July 6, 2020 M, T and Th 530pm-1030pm	De' Ann Smith
Summer, Day	June 15, 2020 to July 20, 2020 M, W 800am- 500pm F 800am-12 noon	Khristiane Cruz
Fall, Weekend	August 8, 2020 to October 3, 2020 Saturdays 800am- 500pm Sundays 900am- 200pm	De' Ann Smith
Fall, Night	August 17, 2020 to October 6, 2020 M, T and Th 530pm-1030pm	De' Ann Smith
Fall, Day	September 21, 2020 to October 23, 2020 M, W 800am- 500pm F 800am-12 noon	Khristiane Cruz





## Bakersfield Location:

Session	Dates	Instructor
Winter, Weekend	November 16, 2019 to January 19, 2020 Saturdays 800am- 500pm Sundays 900am- 200pm	Laurie Kharazi
Winter, Night	December 2, 2019 to January 23, 2020 M, T and Th 530pm-1030pm	Laurie Kharazi
Spring, Weekend	February 29, 2020 to April 19, 2020 Saturdays 800am- 500pm Sundays 900am- 200pm	Laurie Kharazi
Spring, Night	March 9, 2020 to April 21, 2020 M, T and Th 530pm-1030pm	Laurie Kharazi
Summer, Weekend	May 16, 2020 to July 19, 2020 Saturdays 800am- 500pm Sundays 900am- 200pm	Laurie Kharazi
Summer, Night	June 8, 2020 to July 21, 2020 M, T and Th 530pm-1030pm	Laurie Kharazi
Fall, Weekend	August 22, 2020 to October 18, 2020 Saturdays 800am- 500pm Sundays 900am- 200pm	Laurie Kharazi



Fall, Night	September 8, 2020 to October 22, 2020 M, T and Th 530pm-1030pm	Laurie Kharazi
-------------	--	----------------

*Externship:* An optional externship of not less than 240 hours is available for our students who have passed the certification exams.

*Charges:*

Registration	\$ 220.00	Non- Refundable
Manuals	\$ 100.00	Subject to change; When outside of cancellation period, non-refundable when already ordered
Materials and Lab	\$ 100.00	When outside of cancellation period, non-refundable upon removal from packaging
Tuition	\$ 1980.00	Refundable subject to rules and procedure below
Student Tuition Recovery Fund	\$ 0.00	Non-Refundable (\$0 for every \$1,000 rounded to the nearest \$1,000)
Externship (Optional)	\$ 400.00	Non-Refundable when outside of cancellation period.

ESTIMATED DUE FOR THE ENTIRE PROGRAM \$ \_\_2800.00\_\_ \*

TOTAL CHARGES FOR CURRENT PERIOD  
OF ATTENDANCE \$ \_\_2400.00\_\_

CHARGES DUE UPON ENROLLMENT \$ \_\_420.00\_\_

## Endoscopy Reprocessing Technician Course (ERT)

*Description:* This 36-hour course prepares students to clean and process flexible endoscopes ensuring effective procedure and patient safety.





*Outline:*

- I. Rules, Regulations and Safety
  1. Training, Competencies and Certification
  2. Ethical Rules
  3. Regulations, Standards and Recommended Practices
  4. Safety
- II. Anatomy and Physiology
- III. Microbiology
- IV. Infection Prevention
  1. Nosocomial Infections
  2. Disease Transmission
  3. Bloodborne Pathogens
- V. Medical Procedures Involving Endoscopes
  1. Types of Flexible Endoscopes and Procedures
  2. Endoscope Structure
- VI. Workplace Design and Employee Safety in Endoscope Reprocessing
  1. General Considerations
  2. PPE and Other Safety Measures
  3. The Cleaning Area
- VII. Cleaning
  1. Principles of Cleaning
  2. Detergents
  3. Manual Cleaning
  4. Automated Cleaning
- VIII. High-Level Disinfection
  1. Disinfection Process
  2. High Level Disinfectant
- IX. Processing Flexible Gastrointestinal Endoscopes and Bronchoscopes
  1. Steps in the Cleaning Process
  2. Manual Cleaning
  3. High Level Disinfection and Liquid Chemical Sterilization



## 4. Storage and Accessories

**Completion:** Students should have an average grade of not less than 75% from all tests, homework, class work and laboratory exams. Students should also obtain a grade of not less than 75% in final exams. A course project is also needed to successfully complete this course.

**Certification Exams:** Students successfully completing the course are eligible to sit for the national certification examinations administered by the Certification Board for Sterile Processing and Distribution, Inc. (CBSPD). The exams are conducted four times a year, in the first week of February, May, August and November. For more information, visit the website at [www.sterileprocessing.org](http://www.sterileprocessing.org).

### *Class Schedule:*

Session	Dates	Instructor
Spring Night	April 1, 8, 2020 W 530-1030 April 9-20, 2020 M, T and Th 530pm-1030pm	De'Ann Smith
Fall Night	September 30, October 7, 2020 W 530-1030 October 8-19, 2020 M, T and Th 530pm-1030pm	De'Ann Smith

### *Charges:*

Registration	\$ 159.00	Non- Refundable
Manual	\$ 50.00	Subject to change; When outside of cancellation period, non-refundable when already ordered
Materials and Lab	\$ 100.00	When outside of cancellation period, non-refundable upon removal from packaging
Tuition	\$ 640.00	Refundable subject to rules and





		procedure below
Student Tuition Recovery Fund	\$ 0.00	Non-Refundable (\$0 for every \$1,000 rounded to the nearest \$1,000)
Externship (Optional)	\$ 400.00	Non-Refundable when outside of cancellation period

ESTIMATED DUE FOR THE ENTIRE PROGRAM \$ \_\_1,349.00\_\_ \*

TOTAL CHARGES FOR CURRENT PERIOD  
OF ATTENDANCE \$ \_\_999.00\_\_

CHARGES DUE UPON ENROLLMENT \$ \_\_309.00\_\_

## **SPDT + ERT Hybrid Course**

*Description:* This 126-hour course combines sterile processing and endoscopy reprocessing courses. Students will be issued two separate certifications after successfully completing the program and will be eligible to take two separate certification exams.

### *Outline:*

- I. Medical Terminology
  1. Root words, prefixes and suffixes
  2. Abbreviations
- II. Roles and Responsibilities
- III. Anatomy and Physiology
  1. General Anatomy
  2. Physiology
- IV. Microbiology
- V. Infection Control
- VI. Decontamination



1. Cleaning
2. Disinfection
3. Specialized Instruments

## VII. Processing Patient Care Equipment

## VIII. Preparation, Packaging, Instrumentation

1. Types of Sterilizers
2. Parameters
3. Trouble Shooting

## IX. Sterilization

1. Types of Sterilizers
2. Parameters
3. Trouble Shooting

## X. Sterile Storage

## XI. Inventory Control and Distribution

## XII. Medical Procedures Involving Endoscopes

1. Types of Flexible Endoscopes and Procedures
2. Endoscope Structure

## XIII. Workplace Design and Employee Safety in Endoscope Reprocessing

1. General Considerations
2. PPE and Other Safety Measures
3. The Cleaning Area

## XIV. Cleaning

1. Principles of Cleaning
2. Detergents
3. Manual Cleaning
4. Automated Cleaning

## XV. High-Level Disinfection



1. Disinfection Process
2. High Level Disinfectant

## XVI. Processing Flexible Gastrointestinal Endoscopes and Bronchoscopes

1. Steps in the Cleaning Process
2. Manual Cleaning
3. High Level Disinfection and Liquid Chemical Sterilization
4. Storage and Accessories

*Completion:* Students should have an average grade of not less than 75% from all tests, homework, classwork and laboratory exams. Students should also obtain a grade of not less than 75% in final exams. A course project is also needed to successfully complete this course.

*Certification Exams:* Students successfully completing the course are eligible to sit for the international certification examinations administered by the Certification Board for Sterile Processing and Distribution. The exams are conducted four times a year, in the first week of February, May, August and November. For more information, visit the website at [www.sterileprocessing.org](http://www.sterileprocessing.org).

### *Class Schedule:*

#### Stockton Location

Session	Dates	Instructor
Winter, Weekend	November 9, 2019 to January 26, 2020 Saturdays 800am- 500pm Sundays 900am- 200pm	De' Ann Smith
Winter, Night	November 11, 2019 to January 21, 2020 M, T and Th 530pm-1030pm	De' Ann Smith
Spring, Weekend	February 15, 2020 to	De' Ann Smith





# Altamont Healthcare

www.altamonthealthcare.com

1350 W. Robinhood Drive Suite 5, Stockton, CA 95207 Ph: (209) 267-4419 Fax: (209) 476-8747

	April 19, 2020 Saturdays 800am- 500pm Sundays 900am- 200pm	
Spring, Night	February 24, 2020 to April 20, 2020 M, T and Th 530pm-1030pm	De' Ann Smith
Summer, Weekend	May 9, 2020 to July 19, 2020 Saturdays 800am- 500pm Sundays 900am- 200pm	De' Ann Smith
Summer, Night	May 18, 2020 to July 16, 2020 M, T and Th 530pm-1030pm	De' Ann Smith
Fall, Weekend	August 8, 2020 to October 17, 2020 Saturdays 800am- 500pm Sundays 900am- 200pm	De' Ann Smith
Fall, Night	August 17, 2020 to October 19, 2020 M, T and Th 530pm-1030pm	De' Ann Smith

*Externship:* An optional externship of not less than 240 hours is available for our students who have passed the certification exams. This will be taken simultaneously with the sterile processing externship.

## *Charges:*

Registration	\$ 220.00	Non- Refundable
Manuals	\$ 150.00	Subject to change; When outside of cancellation period, non-refundable when already ordered



Materials and Lab	\$ 200.00	When outside of cancellation period, non-refundable upon removal from packaging
Tuition	\$ 2420.00	Refundable subject to rules and procedure below
Student Tuition Recovery Fund	\$ 0.00	Non-Refundable (\$0 for every \$1,000 rounded to the nearest \$1,000)
Externship (Optional)	\$ 400.00	Non-Refundable when outside of cancellation period

ESTIMATED DUE FOR THE ENTIRE PROGRAM \$ \_\_3390.00\_\_ \*

TOTAL CHARGES FOR CURRENT PERIOD  
OF ATTENDANCE \$ \_\_2990.00\_\_

CHARGES DUE UPON ENROLLMENT \$ \_\_570.00\_\_

## EKG Certification Course

*Description:* This 100-hour course prepares students to assist in the performance of patient heart rhythm and rates.

### *Outline:*

- I. Intro to EKG
  1. Role of EKG and function of EKG department
  2. Ethical Rules
- II. Medical Terminology
  1. Root words, prefixes and suffixes
  2. Abbreviations
  3. Cardiac and circulatory terms
- III. Anatomy and Physiology
  1. General anatomy
  2. Cardiovascular system, including circulatory
  3. Nervous system
  4. Respiratory



- IV. Performing an EKG
  - 1. The EKG Machine
  - 2. How to perform an EKG
- V. Dysrhythmias
  - 1. Atrial Dysrhythmias
  - 2. Junctional Dysrhythmias
  - 3. Heart block Dysrhythmias
- VI. Rhythms
  - 1. Interpretation
  - 2. Sinus Rhythms
  - 3. Rhythms Originating from the Ventricles
- VII. Exercise Electrocardiography
- VIII. Ambulatory Monitoring
- IX. Clinical Management
- X. Basic 12-Lead EKG Interpretation

*Completion:* Students should have an average grade of not less than 75% from all tests, homework, classwork and laboratory exams. Students should also obtain a grade of not less than 75% in final exams. A course project is also needed to successfully complete this course.

*Certification Exams:* Students successfully completing the course are eligible to sit for the national certification examinations administered by the National Center for Competency Testing (NCCT). Students may take the exams at different dates during the year. For more information, visit the website at [www.ncctinc.com](http://www.ncctinc.com).

*Class Schedule:*

Session	Dates	Instructor
Winter, Weekend	November 23, 2019 to January 26, 2020 Saturdays 800am- 500pm	Zeshan Khan





	Sundays 900am- 200pm	
Winter, Night	December 2, 2019 to January 29, 2020 M, T and Th 530pm-1030pm	Katy Escobedo
Spring, Weekend	February 22, 2020 to April 18, 2020 Saturdays 800am- 500pm Sundays 900am- 200pm	Zeshan Khan
Spring, Night	March 2, 2020 to April 14, 2020 M, T and Th 530pm-1030pm	Katy Escobedo
Summer, Weekend	May 9, 2020 to July 18, 2020 Saturdays 800am- 500pm Sundays 900am- 200pm	Zeshan Khan
Summer, Night	June 1, 2020 to July 14, 2020 M, T and Th 530pm-1030pm	Katy Escobedo
Fall, Weekend	August 22, 2020 to October 17, 2020 Saturdays 800am- 500pm Sundays 900am- 200pm	Zeshan Khan
Fall, Night	August 24, 2020 to October 8, 2020 M, T and Th 530pm-1030pm	Katy Escobedo

*Externship:* An optional externship of not less than 240 hours is available for our students who have passed the certification exams.



## *Charges:*

Registration	\$ 220.00	Non- Refundable
Manuals	\$ 100.00	Subject to change; When outside of cancellation period, non-refundable when already ordered
Materials and Lab	\$ 100.00	When outside of cancellation period, non-refundable upon removal from packaging
Tuition	\$ 1980.00	Refundable subject to rules and procedure below
Student Tuition Recovery Fund	\$ 0.00	Non-Refundable (\$0 for every \$1,000 rounded to the nearest \$1,000)
Externship (Optional)	\$ 400.00	Non- Refundable when outside of cancellation period

ESTIMATED DUE FOR THE ENTIRE PROGRAM \$ \_\_2800.00\_\_ \*

TOTAL CHARGES FOR CURRENT PERIOD  
OF ATTENDANCE \$ \_\_2400.00\_\_

CHARGES DUE UPON ENROLLMENT \$ \_\_420.00\_\_

## **Tech in Surgery Certification Course**

*Description:* This 800-hour course prepares students to assist surgeons during surgery. They assist before, during and after surgery ensuring patient care and safe environment. Externship is required for this program. A minimum of 50 scrubs in general surgeries, 20 scrubs in orthopedic surgeries and 55 scrubs in other surgeries. For more information, visit the website at [www.ncctinc.com](http://www.ncctinc.com).

### *Outline:*

- I. Surgical Principles
  1. The Surgical Technologist
  2. The Healthcare Facility



3. Disaster Preparedness
4. Principles of Aseptic Technique
- II. Medical Terminology
- III. Anatomy and Physiology
- IV. Microbiology
- V. The Patient
  1. Diagnostic and Assessment Procedure
  2. Moving, Handling and Positioning the Surgical Patient
  3. Surgical Skin Prep and Draping
  4. Case Planning and Intraoperative Routine
  5. Management of Surgical Wound
  6. Anesthesia and Physiological Monitoring
  7. Post anesthesia Recovery
  8. Death and Dying
- VI. Surgical Instruments
  1. Common Instruments
  2. Decontamination and Sterilization
  3. Information Technology
- VII. Perioperative Pharmacology
- VIII. Surgical Technology Practice
  1. General Surgery
  2. Robotic Assisted Surgery
  3. Specialized Surgery
- IX. Professionalism
  1. Communication and Teamwork
  2. Laws and Documentation
  3. Ethics
  4. Administrative Task





**Completion:** Students should have an average grade of not less than 75% from all tests, homework, classwork and laboratory exams. Students should also obtain a grade of not less than 75% in final exams. A course project is also needed to successfully complete this course.

**Certification Exams:** Students successfully completing the course are eligible to sit for the national certification examinations administered by the National Center for Competency Testing (NCCT). Students may take the exams at different dates during the year. For more information, visit the website at [www.ncctinc.com](http://www.ncctinc.com).

**Class Schedule:**

Session	Dates	Instructor
Winter, Night	November 4, 2019 to June 24, 2020 M, T, W and Th 530PM- 930PM	Peter Hickox
Winter, Day	December 2, 2019 to July 22, 2020 M, T, W and Th 900AM- 100PM	Peter Hickox
Summer, Night	June 29, 2020 to February 16, 2021 M, T, W and Th 530PM- 930PM	Peter Hickox
Summer, Day	July 27, 2020 to March 16, 2021 M, T, W and Th 530PM- 930PM	Peter Hickox



## *Charges:*

Registration	\$ 250.00	Non- Refundable
Book	\$ 670.00	Subject to change; when outside of cancellation period, non-refundable when ordered
Materials and Lab	\$ 450.00	When outside of cancellation period, non-refundable upon removal from packaging
Tuition	\$ 11,930.00	Refundable subject to rules and procedure below
Student Tuition Recovery Fund	\$ 0.00	Non-Refundable (\$0 for every \$1,000 rounded to the nearest \$1,000)
Externship	\$ 1,300.00	Non-Refundable when outside of cancellation period

ESTIMATED DUE FOR THE ENTIRE PROGRAM \$ \_\_14,600.00\_\_ \*

TOTAL CHARGES FOR CURRENT PERIOD  
OF ATTENDANCE \$ \_\_13,300.00\_\_

CHARGES DUE UPON ENROLLMENT \$ \_\_1,370.00\_\_

## **Basic Life Support (BLS)**

*Description:* This 4-hour class teaches both single rescuer and team life support skills for application in prehospital and in- facility environments. This class is led by a BLS certified instructor. This is part of the curriculum of all our courses except ERT certification course.

*Completion:* There will be exams at the end of the course. Students successfully taking this course will receive a CPR card.

*Class Schedule:* In Stockton location, twice monthly from 530-930 PM. The class meets generally on the second and fourth Fridays of the month.

In Bakersfield location, classes are held depending on the number of SPD students enrolled.





**Charges:** This is included in the cost of enrolled students except in the ERT course and therefore no additional payment is due. For all others interested in the class, a fee of \$75 is assessed.

### **Change of Schedule:**

Altamont Healthcare may change the schedules published. If changed, new schedules will be available at the website [www.altamonthealthcare.com](http://www.altamonthealthcare.com) and in the supplement to this catalog.

### **Academic Policy:**

All students must maintain satisfactory academics in both the didactic and skills portion of the program in order to meet minimum standards and remain enrolled. Satisfactory academic progress is determined by combining grade components to average 75%. Each course has its own detailed evaluation standards and the instructor shall notify the students of the grading system and expected standards before the start of the class session. Grades may be based on homework, assignments, class participation, oral or written tests, projects and laboratory skills assessments given.

Altamont Healthcare conducts evaluations of each student's progress on a regular basis to assess compliance with minimum program standards. A student who has not achieved the minimum program standard will be placed on a probationary status for a period of two weeks. The course instructors will make every attempt possible to remedy and improve student's grade by offering make up tests or homework, one on one tutoring to the student, suggesting techniques and being available to the student for questions. Make up time offered shall be designated by Altamont Healthcare.

An update report will be completed 2 weeks following the initiation of the probationary status. If the student grade has not improved with remediation attempt during the probationary status, student will be dismissed. If the student meets the standard, they will be removed from probation. If the students' grade has improved but has not met the program standard it will be determined if the student is able to bring the grade up in the remaining time left in the program. If there is not enough time left in the program to bring the grade up to program standards, the student will be dismissed. If it is determined that the student has enough time to bring the grade up, a second and final probationary status will be given for an additional period of 3 weeks. If the student has not brought the grade up to the program standard by the end of the 2nd probationary status, the student will be dismissed.





## **Academic Dishonesty:**

Academic dishonesty includes cheating, plagiarism and any other attempt to obtain credit for academic work through deceptive or dishonest means. Some forms of academic dishonesty include using or attempting to use unauthorized materials, information or study aids in any academic exercise; submitting work previously submitted in another course without the consent of the instructor; sitting for an examination by surrogate or acting as a surrogate, representing the words, ideas, or work of another as one's own in any academic exercise, and conducting any act that defrauds the academic process.

Plagiarism is the presentation of someone else's ideas or work as one's own. Plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form is a grave offense and will not be tolerated. If an instructor determines there is enough evidence of academic dishonesty on the part of a student, the instructor may require that the work be rewritten, issue a lowered or failing grade for the assignment, issue a lowered or failing grade for the course. If a student's assignment or course grade is lowered on the grounds of academic dishonesty, the instructor must inform the student that academic dishonesty figured into the calculation of the grade.

## **Cancellation of Classes or Programs:**

Altamont Healthcare reserves the right to cancel or postpone a class or a program for any reason. However, every effort will be made to cancel the class or program in advance of the beginning date. Full refunds will be issued in this instance.

## **Attendance:**

Students are expected to attend the courses 80% of the course time.

For Sterile Processing and Distribution and EKG courses, students are required to be present for at least 80 hours.

For the Hybrid course, students are required to be present for at least 101 hours.

For the ERT course, students are required to be present for at least 29 hours.

For Tech in Surgery program, students are required to be present for at least 400 hours.

This does not include the externship hours where attendance is subject to the discretion of the hospitals or facilities.



Students will be dropped from the course for failure to meet the minimum number of hours indicated above.

### **Make-Up Policy:**

If absenteeism prevents students from meeting the program objectives, students shall be bound by the following:

- No make-up tests or written assignments will be permitted unless approved by the instructor or Chief Academic Officer and for excused absence only.
- An excused absence is defined as any absence caused by an unforeseen circumstance. Students must notify the school either by calling the business office and/or e-mailing the instructor on or before the day of the absence.
- Altamont Healthcare may require proof to substantiate the reason of absence.
- There will be no make-up test for an unexcused absence, and students will receive a grade of 0 points for the test.
- Make-up written assignments may be subject to an automatic reduction in points up to 10 points because of lateness.
- If allowed, all work must be made up immediately upon the students return or credit will not be given. Make-ups must be done prior to or after regularly scheduled program hours.
- The make-up should reflect the scheduled topic(s) missed and require students to spend time equivalent to the hours missed in order to be counted as make-up credit

### **Retake Policy:**

When students fail a test, the instructor may allow a retake to give students an opportunity to pass. The retake exam shall be given immediately. No retake of the exam covering the same topic shall be given more than two times.

### **Uniform and Dress Policy:**

The school uniform consists of:

- Hospital Scrubs
- Rubber sole, closed heel and toe shoes
- Name identification badge on the upper right front side of the scrub.

Uniform and appearance shall be observed as follows:





- Clean, wrinkle free and non-stained uniform must be worn in class and during clinical rotation
- Name identification badges placed on the upper right front side of the scrub
- Visible body piercing /tattoos are not acceptable
- No gum chewing in the school facility
- Hair must be neat and clean; long hair should be pulled back/tied up especially during laboratory work
- No strong perfumes or colognes
- No long nails and /or artificial nails
- No textured hosiery is allowed. Plain white stockings or white solid socks are recommended.

### **Zero Tolerance Policy:**

Altamont Healthcare prohibits the manufacture and unlawful possession, use or distribution of illicit drugs and alcohol by students and any other parties on its property, clinical facilities or at any school campus or school activity. Students who violate this policy will be given the appropriate disciplinary actions including school expulsion/termination. School shall also notify the law enforcement authorities of such act if violation has indeed occurred.

In certain cases, students may be referred to counseling sources and/or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

Altamont Healthcare forbids all acts of sexual harassment. Sexual Harassment is a form of illegal sex discrimination. Harassment occurs when unwelcome sexual advances, request of sexual favors, and/or other verbal or physical contact of a sexual nature:

- Is made either explicitly or implicitly as a condition of an individual's educational status or employment.
- Has the purpose or effect of unreasonable interfering with an individual's education or work performance or creating an intimidating, hostile, or offensive educational or working environment.
- Is used as the basis for employment or academic decisions affecting the individual regardless of submission to or rejection of such conduct.





There is zero tolerance for abusive language and abusive and/or violent behavior directed to our students, instructors, or staff in the clinical setting.

Cheating, in any form or circumstance, is never tolerated. Students caught cheating will automatically get a zero grade for that task.

### **Visitors:**

No one may visit the classroom during class hours unless there is prior approval of the instructor and School Administrator. All visitors must sign in at the front desk. Students may not bring children to the classroom or leave them at Altamont Healthcare while attending class.

### **Cell Phone Policy:**

Cell phone use is not permitted during class. Texting during class is not permitted under any circumstance except when there is emergency concerning the student or the student's family, or someone the student is charged of caring for.

### **Interruption of Training:**

#### *Right to Cancel:*

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. If the student cancels under the Right to Cancel, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 1350 W. Robinhood Dr., Suite 5, Stockton, CA 95207. This can be done by mail, email or by hand delivery. Cancellation may also be done electronically by email at [info@altamonthealthcare.com](mailto:info@altamonthealthcare.com). The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.



## *Withdrawal:*

Withdrawal may occur when students provide a written notice of withdrawal at the following address: 1350 W. Robinhood Dr., Suite 5, Stockton, CA 95207. This can be done by mail, email or by hand delivery with proof of delivery. Withdrawal may also be done electronically by email at [info@altamonthealthcare.com](mailto:info@altamonthealthcare.com). The written notice of withdrawal, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of withdrawal need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Refund may be due subject to the refund computation rules or students may be held to remainder of the balance.

## *Leave of Absence Policy:*

Students intending to take a leave of absence must send a written statement to the School Administrator requesting leave of absence. This can be done by mail, email or by hand delivery with proof of delivery. The request may also be done electronically by email at [info@altamonthealthcare.com](mailto:info@altamonthealthcare.com). The request must include the reason for leave along with reasonable expectation of return. Students will only be allowed to take one leave of absence for every course student is enrolled.

After requesting for leave, Altamont Healthcare shall reply or ask for more documentation within 5 days and students shall respond with all requested documentation, if any, within 5 days thereafter.

The School Administrator may ask for documents to verify the reason given and School Administrator must approve the request to be valid. A student who is on leave may be allowed to resume school, at the point where leave was taken, subject to the discretion of the School Administrator.

## *Drop Out Policy:*

Non-attendance of classes or stopping a check for payment does not constitute withdrawal from the school. Students who do not cancel, file for leave of absence or withdraw from the school are considered to have dropped out and shall receive a failing grade.





## **Course Transfer:**

Students may be allowed to transfer courses offered within the same session or change schedule of the same course on the same session subject to space availability and provided that the courses student is transferring from and transferring to have not started instructions. There may be change in tuition costs.

Course transfer in different session is not allowed. The rules on interruption of training will apply.

## **Externship:**

### *Externship Policy:*

Students may be required to complete a practical training component in the form of externship depending on the program in which they are enrolled. In some cases, externship is not a requirement but an option. This externship training is accomplished off campus. Students must pass the certification exam prior to being considered for placement.

In most cases, externship fees will only be assessed after the conclusion of the didactic part of the course, or when it is optional, upon enrollment.

Students will be responsible to arrange for travel to perform their externships. The distance of travel may vary, and students are not guaranteed with a specific hospital or facility of their choice. Students may be assigned to perform externship within 65 miles from the facility that they are enrolled in.

The assigned hours for externship are not guaranteed. While every effort will be made to accommodate a reasonable shift request, students shall make themselves available for externship in the time the hospital or facility assigns them. Students will be notified of the shift schedule at least 30 days before the start of externship.

### *Externship Requirements:*

Hospitals and facilities that Altamont Healthcare sends its students to require criminal and/ or personal background check, among others. Students with criminal records that include felonies and certain misdemeanors are not accepted by these agencies for externship or employment placement.





In addition, all students are also required to submit to a drug test. Other requirements may vary depending on the hospital or facility where student is assigned. Generally, however, other requirements include BLS certification through American Heart Association, TB testing, screening for MMR, Varicella and Tdap immunity, flu and Hep B vaccinations. Costs to comply for the requirements shall be paid for by the student.

Altamont Healthcare may require the students to enroll separately for externship depending on the program attended. Altamont Healthcare also requires students to submit resume, proof of health insurance, attendance in mock interview and completion of an externship workshop. Other requirements may be added at the discretion of Altamont Healthcare.

#### *Externship Rules:*

1. Students shall complete all the requirements within 120 days from the date of externship workshop. This does not include background check and drug test.
2. Students shall inform Altamont Healthcare, in writing, if there will be any changes in their preferred availability.
3. Students shall be given a priority based on the date when all requirements are complete, except background check and drug test. When externship opportunity opens, Altamont Healthcare assigns students based on priority date.
4. When Altamont Healthcare informs students of placement, students will respond within two business days otherwise, assignment will be given to the next student on the waiting list.
5. At all times, students are expected to maintain professionalism and proper conduct. Altamont Healthcare does not tolerate any form of harassment or threats towards any of its employees, representatives or affiliated hospitals.
6. In following up or dealing with externship, students shall take full and sole responsibility and therefore, third parties shall not be entertained. Altamont Healthcare shall not communicate with parents, siblings, employers or any other person in relation to updates and conduct of externship assignment.



7. When placed for externship, students will attend any required orientation that the hospital may schedule. Students are aware that failure to attend any orientation may result in non-placement unless proper notice is made to Altamont Healthcare and hospital.
8. When placed for externship, students will inform Altamont Healthcare of the schedule with the hospital, along with the projected end date.
9. Students are aware that the externship fee is non-refundable.
10. Students may be offered an externship site that may not be convenient to them. Students may refuse the assignment, and such refusal may delay the start of externship.
11. Altamont Healthcare does not guarantee the timeframe, place and duration of the externship. Altamont Healthcare will offer externship placement within two years from priority date.
12. At any time, Altamont Healthcare may pull students out from externship due to poor performance or unethical conduct. Altamont Healthcare will confer with students and the facility to determine the best option for all parties concerned.
13. Externship may be terminated by Altamont Healthcare for repeated poor conduct or unethical behavior. Students may also terminate externship for any reason.
14. Students may not re-enroll and repeat externship. If terminated, externship may not be repeated. When assigned and have accepted externship, students have the duty to complete the assignment and will not have another opportunity to repeat it.
15. Students are responsible for keeping track of their hours in externship and have the department manager or supervisor sign the timesheet for verification.

## **Discipline:**

### *Grounds for Discipline or Dismissal:*

Altamont Healthcare expects a high standard of honesty, training and integrity from all members of its community. The school seeks students who are knowledgeable, forthright and honest professionals.





At the discretion of the School Administrator, students may be dismissed from the school for behavior disruptive to the educational mission of the school, continual violations or carelessness that endangers life. The following are grounds for discipline:

- Excessive unexcused absences or tardiness which is equivalent to missing more than 20% of the total instruction hours
- Nonpayment of tuition dues and other financial obligations
- Possession, use or consumption of alcoholic beverages or illegal drugs while on school premises
- Intoxication
- Dishonesty
- Altercation
- Stealing
- Possession, use or abuse of a weapon, dangerous material, or unlawful substance
- Disruptive behavior in class or clinic
- Dominating classroom discussions to the exclusion of others
- Intent to undermine the goals of the institution
- Grave personal misconduct
- Misuse, unauthorized use of, or damage to Altamont Healthcare property
- Engaging in competition with Altamont Healthcare or converting business opportunities of Altamont Healthcare to personal gain
- Sexual or physical assault in the school premises
- Unlawful harassment of an employee, student or another person
- Failure to meet financial obligations or commitments to Altamont Healthcare
- Unauthorized release of confidential information about Altamont Healthcare employees, faculty, alumni or students
- Violation of general Altamont Healthcare rules and regulations
- Cheating or the compromise of test materials
- Failure of maintain minimum academic standard
- Other acts of similar nature as listed

### *Procedure for Discipline:*

Altamont Healthcare shall notify students in writing of the intent to discipline, stating the grounds therefor and the level of discipline. Levels of discipline shall include placing on probationary status, suspension or dismissal. Students will have an opportunity to write a reply





within 5 days from receipt of notice. The instructor, Chief Executive Officer, Chief Academic Officer (CAO) or their designee and shall decide within 5 days from receipt of reply and notify the student of the decision. Such decision is not appealable.

Dismissal is warranted for repeated actions or for any act of a serious nature as determined by Altamont Healthcare.

Any probation, suspension or expulsion will be indicated on the transcript.

### **Financial Status of Altamont Healthcare:**

Altamont Healthcare does not have any pending bankruptcy petitions, is not operating as a debtor in possession, has not filed bankruptcy petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy.

### **Financial Aid:**

Altamont Healthcare does not participate in Federal or State financial aid programs.

However, Altamont Healthcare offers special payment scheme, without any interest, on a special case basis. No other form of financial aid is offered at this time.

If students have obtained a loan to pay for this training program, students shall remain responsible for repaying the full amount of the loan plus interest, less the amount of any refund and that, if the students receive federal student financial aid funds, students are entitled to a refund of the money not paid from federal financial aid funds.

### **Other Fees:**

Altamont Healthcare imposes fees and charges for the following:

Mailing Fee: \$10.00	Manual Replacement: \$75 each
Replacement of Certificates: \$25.00	ID Replacement: \$10
Photocopy, Black and White: \$0.25	Administrative Cost for
Photocopy, Colored: \$0.50	3 <sup>rd</sup> Party Payments: \$150
Scrub Uniform: \$20.00	



## **Payment:**

Payments may be made in person during regular office hours or online through the link at [www.altamonthealthcare.com](http://www.altamonthealthcare.com). Payments can be made through credit or debit card, certified check or money order, or cash.

Non payment of tuition and costs may be a ground to terminate students from their enrolled program. Subject to approval, a special payment arrangement may be entered into to enable students to continue to attend provided that students comply with the stipulations of the special payment arrangement.

All payment shall be paid before the final exams. Failure to do so may result in not allowing students to take the test, withholding certificate of completion and other class documents, or termination.

## **Delinquent Accounts:**

When a student fails to pay within 7 days from the due date as indicated in their Enrollment Agreement or other payment agreement, a penalty of \$20 shall be imposed. An account that remains unpaid shall incur an additional penalty of \$100 for every 30 days, and limited to 90 days, from the due date as indicated in their payment agreements. After 90 days, the account shall be forwarded to a collection agency.

## **Refund:**

### *Procedure:*

If students cancel under the Right to Cancel, the school will refund students any money paid, less a registration or administration fee not to exceed \$250.00 within 45 days after the notice of cancellation is received.

If students withdraw, Altamont Healthcare will refund students any money paid, less registration or administration fee not to exceed \$250.00, less any deduction for equipment not returned in good condition and less the prorated cost of attendance prior to cancellation, within 45 days after the notice of cancellation is received.





If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### *Refund Computation:*

Registration fee is non refundable. When outside of the cancellation period, textbooks, materials and uniforms are non refundable when ordered as these become student property. The refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund. Tuition cost may be refundable when notice for withdrawal is submitted on or before 60% of the total number hours of the course occurs. When refund is due, the total tuition cost will be prorated to convert into hourly tuition cost and the amount in excess of the period of attendance, or hours after notice of withdrawal, shall be due to the student.

### **Student Tuition Recovery Fund:**

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 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 noncollection 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.

### **Student Rights:**

Students who may feel aggrieved may address their concerns with the instructor. If this is not resolved, students may submit a written letter regarding their issues to the Chief Academic Officer, where a decision will be reached by the management composed of the Chief Executive Officer, Chief Academic Officer and a representative from the instructors.

### **Student Services:**

*Account Services:* Students may inquire regarding payments, refunds and other financial obligation.

*Externship:* Students will inquire, sign up and comply with requirements for externship. This service provides the students with hospital or facility where students will obtain their externship hours.

*Career:* Students are assisted with making resumes, job interviews, job searches and sessions on tips on how to be successful and happy in their careers.

*Records:* Students may ask for copies of their completion documents or grade sheets.

### **Job Placement:**

Altamont Healthcare offers job placement assistance to students through workshops.

This free workshop is held every three months. The workshop guides students in making resumes and prepares students for job interviews.

### **Laboratory and Internet:**

Altamont Healthcare provides internet wireless connection access to all enrolled students and access is strictly used for training program related matters. The equipment and tools are for students/staff/faculty use only. Altamont Healthcare reserves rights to refuse to provide computer/internet access to anyone deemed unprofessional.





## **Learning Resources:**

Altamont Healthcare does not have a library. Materials needed by students are given in class. There are other books, manuals and instruments for reference and students need to inform their instructors to borrow these resources while in the premises. Students shall be given wireless internet access to allow internet use for educational purposes.

## **Provision On Housing:**

Altamont Healthcare does not offer on-campus housing or provide any assistance to students in acquiring housing. Available housing is available near or around the locations of Altamont Healthcare. Costs vary depending on the type of accommodation but ranges from \$400-\$600 per month, or \$40-\$100 per day.

## **Catalog Request:**

Anyone who may wish to obtain copy of this catalog may visit Altamont Healthcare at 1350 W. Robinhood Dr., Suite 5, Stockton, CA 95207, Mondays-Fridays from 800AM- 500PM, or by appointment, or download a copy of the catalog from the website at [www.altamonthealthcare.com](http://www.altamonthealthcare.com).

## **Catalog Period:**

This catalog is valid and effective for a period of one year and shall be renewed annually thereafter. The catalog may be amended or supplemented at any time at the discretion of Altamont Healthcare.

## **Review of Catalog:**

“As a prospective student, you are encouraged to review this catalog prior to signing the 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.”

## **Questions:**

“Students who have questions and clarifications regarding this catalog that has not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), Tel No. (888) 370-7589, (916) 431-6959; Fax No. (916) 263-1897.”





## **Complaints:**

“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 or by completing a complaint form, which can be obtained on the bureau’s internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).”

## **Standard Occupational Classification Codes:**

For purposes of gainful employment reporting, below is the job classification of the programs using the United States Department of Labor’s Standard Occupational Classification codes:

SPDT Certification: 31-9093 (Medical Equipment Preparers)

Endoscope Reprocessing Certification: 31-9093 (Medical Equipment Preparers)

EKG Certification: 29-2031 (Cardiovascular Technologists and Technicians)

Tech in Surgery Certification: 29-2055 (Surgical Technologists)

## **Records:**

*Type of documents contained in student files:*

Contents of the files are: Student Application, Emergency Contact, ID, copy of high school diploma or GED or its equivalence, Grade Sheet and copy Certificate of Completion. Financial Records are also kept in each of the students file.

*Procedure for Security and Safekeeping of Records:*

Paper copy of records is stored in a storage room where only authorized personnel are allowed. Electronic copy of the records may be accessed by office personnel in the computer or email, where the passwords will be changed periodically or when an employee leaves employment. USB containing the records shall be stored in fireproof box at a separate location.

*Duration:*

Full records as stated above shall be maintained for five years. Completion records shall be kept in perpetuity.

## **Contact Information:**

General Questions

Stockton: [info@altamonthealthcare.com](mailto:info@altamonthealthcare.com)

Phone: 209-267-4419

Bakersfield: [certify@altamonthealthcare.info](mailto:certify@altamonthealthcare.info)

Phone: 661-230-6316



## Altamont Healthcare

[www.altamonthealthcare.com](http://www.altamonthealthcare.com)

1350 W. Robinhood Drive Suite 5, Stockton, CA 95207 Ph: (209) 267-4419 Fax: (209) 476-8747

### Enrollments

Stockton: [cs@altamonthealthcare.info](mailto:cs@altamonthealthcare.info)

Phone: 209-817-8035

Bakersfield: [certify@altamonthealthcare.info](mailto:certify@altamonthealthcare.info)

Phone: 661-230-6316

### Externships

Stockton: [learn@altamonthealthcare.com](mailto:learn@altamonthealthcare.com)

Phone: 209-213-7815

Bakersfield: [2getcertified@altamonthealthcare.info](mailto:2getcertified@altamonthealthcare.info)

Phone: 661-573-8713

