Student Success is Our Success

UEI COLLEGE

2019 Catalog

Catalog Supplements:

Insert B - Faculty and Staff List
Insert C - Licensure, Certification or Registration
Insert D - Maximum Student/Teacher Program Ratios
Catalog Addendum

Revision Date 11/25/19

Volume 5
Effective January 1, 2019 to December 31, 2019
www.uei.edu

Campus Locations

(Instruction will be provided at following locations)

Anaheim – Branch of HP
401 W. Carl Karcher Way
Anaheim, CA 92801
Phone: (714) 941-5800

Bakersfield – Branch of FRS
3737 Rosedale Highway
Bakersfield, CA 93308
Phone: (661) 427-4300

Chula Vista – Branch of HP
1261 Third Avenue, Suite A
Chula Vista, CA 91911
Phone: (619) 409-4111

Encino – Branch of HP
5445 Balboa Blvd.
Encino, CA 91316
Phone: (818) 380-5900

Fresno (FRS) – Main
3602 N. Blackstone Ave, Ste. O268
Fresno, CA 93726
Phone: (559) 456-0623

Gardena (GAR) – Main
661 W. Redondo Beach Blvd.
Gardena, CA 90247
Phone: (424) 246-3000

Huntington Park (HP) – Main
6055 Pacific Blvd.
Huntington Park, CA 90255
Phone: (323) 319-9500

Ontario – Branch of HP
4730 Ontario Mills Pkwy.
Ontario, CA 91764
Phone: (909) 476-2424

Riverside – Branch of GAR
1860 University Ave.
Riverside, CA 92507
Phone: (951) 300-5500

San Marcos – Branch of HP
2085 Montiel Rd., Ste. D-100
San Marcos, CA 92069
Phone: (760) 690-5200

Stockton – Branch of HP
4994 Claremont Ave.
Stockton, CA 95207
Phone: (209) 774-5300

West Covina – Branch of HP
339 N. Azusa Avenue
West Covina, CA 91791
Phone: (626) 927-9000

Sacramento – Branch of GAR
4424 Florin Road, Suite D & E
Sacramento, CA 95823
Phone: (916) 306-5185

Additional campuses owned and operated by International Education Corporation under the UEI Brand, included in Separate Catalogs

Morrow – Branch of HP
1564 Southlake Pkwy.
Morrow, GA 30260
Phone: (678) 422-4500

Phoenix – Branch of HP
9215 N. Black Canyon Highway
Phoenix, AZ 85021
Phone: (623) 888-5261

Office Hours
Monday–Thursday: 8:00 a.m. to 8:00 pm
Friday: 8:00 a.m. to 6:00 p.m.
Class Hours
Class hours vary from 8:00 am to 11:00 pm Monday through Friday,
and select hours on Saturday.

For information regarding institutional information, financial assistance, graduation rates and campus security, please contact the appropriate campus director listed on the catalog supplement "Insert B" during the office hours stated above.

The school catalog updated annually and is revised periodically through inserts and addendums.

The institution provides a new or prospective student with a school catalog electronically or printed form upon request.

The institution does not admit non-immigrant foreign students.

Table of Contents

Welcome to UEI College! Our years of experience have earned us the trust of employers, and this trust is based on the performance of our graduates. We believe that by teaching skills necessary to succeed in today's changing world, we help our students achieve success for themselves and the community they live in. UEI College makes every effort to ensure accuracy of the information contained in this catalog. The college reserves the right to change policies, fees, and courses of instruction during this catalog period upon direction of the UEI College Administration and its Chief Executive Officer.

Mission and Objectives

Our Mission

Driving personal and community transformation by empowering students to make a positive and enduring life change.

Our Objectives

- One Standard of Excellence: Provide an industry-related educational and training environment that offers graduate preparedness for entry into their career field.
- Student Success: Offer every student an opportunity to succeed by providing support at every stage of their experience—from admission process to educational experience to post graduate experience with career services.
- Teamwork: Demonstrate the benefits of excellent employee teamwork in a business/educational setting as part of a student's educational experience.
- Respect: Demonstrate collegiality and mutual respect among colleagues and students.
- Integrity: Comply with all external and internal laws, regulations, and policies governing the institution and in dealing with colleagues and students.
- Customer Service: Provide students with high quality customer service as an example of its value in achieving career goals.
- Changing Lives: Create an organizational culture and community for students and colleagues that empowers them with the opportunity to transform their lives for a better future and to become the best versions of themselves.

School History and Description

UEI College is a dba of United Education Institute, UEI Fresno/IEC Holdings, Inc. and IEC/AAI Holdings, Inc. IEC's history dates back to 1982 when United Electronics Institute was founded in Los Angeles County, California. In 1989, the corporation expanded to become United Education Institute (UEI) to reflect the addition of a broader range of training programs in the career education field.

In 1998, IEC completed the acquisition of Advanced Career Training (ACT), a career school business that has been delivering quality, career-focused academic programs since 1975. ACT became United Education Institute (UEI) in January, 2010.

In 2009, the eight Southern California United Education Institute campuses became UEI College to further expand their program offerings and include degree granting curriculum. International Education Corporation acquired the American Auto Institute in Cerritos, California in July of 2009. This campus officially became a UEI College location in August 2009 and relocated to Gardena, California, where it welcomed its first students in January 2011.

In July 2010, IEC acquired MCed College in Fresno, California and converted this campus to UEI College. In December of 2012, the Van Nuys campus moved to a new location in Encino, California.

Today, IEC, which operates subsidiaries United Education Institute, UEI Fresno/IEC Holdings, Inc. and IEC/AAI Holdings, Inc., operates a total of fourteen UEI College campuses in the states of California and Arizona and a United Education Institute campus in Morrow, Georgia.

UEI College's first campus was established in Van Nuys, California in October of 1983. Since then, additional Southern California sites have opened, including campuses in Huntington Park (September, 1989), Ontario (June, 1997), Chula Vista (August, 1999), West Covina (March, 2005), San Marcos (March, 2010), Anaheim (March, 2010), Gardena (January, 2011), Riverside (March, 2011), Stockton (September, 2011), and Bakersfield (March, 2012). UEI College's main campus is the Huntington Park location.

In late 2014, UEI College added two new locations in Phoenix, Arizona and Houston,

Texas. In March 2017, the name of the Houston campus was changed to Florida Career College and operates under Florida Career College. UEI College opened its Sacramento location in late 2018.

The institution 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 against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Ownership and Board of Directors

UEI College is a dba of IEC Corporation's subsidiary companies. IEC Corporation does business as International Education Corporation (IEC).

The members of the Board of Directors for IEC Corporation are Doug Mellinger, Dr. Fardad Fateri, Jared Bluestein, Charles Cook, Sandy Lockwood and Justin Topilow. The corporate office of IEC is located at 16485 Laguna Canyon Road, #300, Irvine, CA 92618.

The members of the IEC Leadership team are Fardad Fateri, Ph.D., President & Chief Executive Officer; Sanjay Sardana, Executive Vice President and Chief Financial Officer; and Shoukry Tiab, Chief Operating Officer.

Accreditation and Approvals
Institutional Accreditation

The following UEI College campuses are accredited by the Accrediting Council for Continuing Education and Training (ACCET):

- Anaheim
- Chula Vista
- West Covina
- Huntington Park
- Ontario
- San Marcos
- Stockton
- Encino

The following UEI College campuses are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

- Bakersfield
- Fresno
- Gardena
- Riverside
- Sacramento

U.S. Department of Education

All campuses listed above have been approved to participate in the Federal Student Aid program through the U.S. Department of Education (ED).

State Approval

UEI College is a private institution approved to operate by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and division 7.5 of title 5 of the California Code of Regulations. The address of the California Bureau of Private Postsecondary Education (BPPE) is: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959, www.bppe.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

Veterans

UEI College is approved to train veterans by the State approving agency at all campuses except for the Sacramento Campus.

Upon request, an enrolled or prospective student may review copies of the documents that describe the school's accreditation and approval. All veteran students requesting VA benefits while attending school must sign the "Veterans Information Bulletin" prior to starting school.

Vocational Rehabilitation Applicants

Eligible students may apply to the State Department of Vocational Rehabilitation for determination of benefits while attending UEI College.

Other Approvals

The Dental Assistant program gained approval from the Dental Board of California. The Dental Assistant program at the Sacramento campus is new and not approved by the Dental Board of California.

All Dental Assistant programs at all UEI College campuses are institutionally accredited, and graduation from any of these programs can lead

to placement as a Dental Assistant in a Dental Office.

Class Schedules and Holidays

UEI College campuses offer year-round enrollment with classes starting approximately every four weeks. All class modules are approximately four weeks in length. (See the Academic Calendar at the end of this catalog) The programs at UEI College are divided into modules that are self-contained units of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. UEI College offers morning, afternoon, evening and weekend classes at most locations. All classes are held on campus. UEI College does not provide English as a Second Language coursework.

In observance of the following holidays, UEI College does not hold classes on: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), and Winter Break. (See the Academic Calendar at the end of this catalog)

Facilities and Equipment

UEI College campuses are designed to teach students the skills required in their chosen career fields. Each facility is equipped with the appropriate furniture, equipment, and supplies required to conduct programs effectively. The facilities are spacious, clean and present a professional appearance. All laboratories have workstations simulating the actual work environments which students will encounter in a professional setting.

Student lounges are open to students, and vending machines provide snacks and refreshments. Students should use the lounges when eating and are asked to respect the rights of all students for a clean environment.

Maintaining and preserving the college's facilities and equipment is an obligation of all faculty, staff and students. Students are expected to treat facilities and equipment with care and will be held liable for the destruction of college property. Students may consume food and beverages in the designated Student Lounge and smoking is prohibited within the college.

Class Size

UEI College limits the size of its classes to maintain the educational soundness of its instructional programs. Class size may vary from one subject area to another and from laboratory to lecture. For student to instructor ratios, please see the supplement insert for this Catalog.

Student Code of Conduct
Professional Appearance and Dress Code

Professional appearance presents the image of performing well in the workplace. UEI College prides itself on training the highest quality student for today's workplace, and part of this preparation is the adoption of a professional dress code. We aim for the highest standards and expect our students to have the same goal. The standards are to be followed by all students of the college in the laboratory and administrative classes, and at all times while on campus and during externship. Please see your Admissions Representative or the Director of Education for the Professional Appearance and Dress Code information.

Student Conduct

Students are expected to follow all the rules and regulations of UEI College and to conduct themselves within the parameters of acceptable behavior at all times. While on school premises or externship sites, students shall conduct themselves in a professional manner. Disruptive behavior, including but not limited to fighting, harassment, cheating, use of profanity, and stealing is not acceptable and may lead to termination from UEI College. Use of cell phones for personal use is not permitted during any class or lab sessions and should be kept to a minimum while on campus.

Fraternization Policy

Employees of the College are prohibited, under any and all circumstances, from dating or engaging in any fraternization with students, regardless of the student's age and/or regardless of whether the student has consented to such conduct. Further, employees are prohibited from entertaining students or socializing with students outside of the College environment. Similarly, any action or comment by an employee which invites sexual or romantic involvement with a student is considered highly unethical, in violation of College policy, and may result in disciplinary action by the College.

Inappropriate behavior between employees and students includes, but is not limited to: flirting; dating; making suggestive comments; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, notes, e-mail, letters, text messages, social networks, etc.) unrelated to course work or official College matters; providing or accepting rides; providing 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. This is not an inclusive or exhaustive list of inappropriate behavior.

If a student witnesses or is made aware of a College employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Executive Director/Campus President and/or the Answer Program immediately.

Drug and Alcohol Abuse Prevention

UEI College is committed to maintaining an alcohol and drug-free environment for students and employees. Our culture, driven by a commitment to excellence in all areas, has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, our campuses prohibit the following:

- Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.
- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

UEI College distributes information on Drug and Alcohol Abuse Prevention to all enrolled students and to new students as an available resource. Despite current educational and prevention efforts, some students make high-risk choices around alcohol and other drug use. UEI College makes available a referral service for drug abuse rehabilitation programs. Students may refer themselves to the counseling service or may be referred by the school. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in the student. Any student who needs counseling or help with substance or alcohol abuse should consult the Executive Director/Campus President.

No Weapons Policy

UEI College prohibits all persons who enter school property from carrying weapons of any kind regardless of whether the person is licensed to carry the weapon or not. Failure to abide by this policy will lead to dismissal from UEI College.

Appeal Process

Students have the right to appeal any action by the school (termination from program, etc.). To do so, the student must submit a written appeal within 48 hours to the Executive Director/ Campus President, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed and responded to within two class days from the date the appeal was filed. When an appeal is granted an academic plan will be presented to the student. Students who have been terminated/withdrawn from the program, including having been auto-dropped for a violation of the attendance policy, will be required to complete the Return of Federal Financial Aid Funds process prior to re-entering their program if the appeal is granted

Statement of Non-Discrimination and Title IX Coordinator

UEI College does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran or military service status, age, or disability in its programs and activities. UEI College complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for admission shall be extended to all persons.

In accordance with Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 CFR Part 106, UEI College has designated the following individual as the Title IX Coordinator for student complaints:

Director of Human Resources
International Education Corporation
16485 Laguna Canyon Rd Ste. 300
Irvine, CA 92618
(949) 812-7706
TitleIXCoordinator@IECColleges.com

The Title IX Coordinator has primary responsibility for coordinating UEI College's efforts to handle inquiries regarding UEI College's non-discrimination policies. In carrying out its responsibilities, the Title IX Coordinator shall work with and receive support from the Title IX Compliance Team, which shall consist of the Campus President/Executive Director or designee at each UEI College campus and Regional Vice Presidents of Operations, where applicable.

Inquiries or complaints that involve potential violations of Title IX may also be referred to the U.S. Department of Education's Office for Civil Rights. Visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Title IX Complaint/Grievance Procedure Policy

In accordance with its Statement of Nondiscrimination and Title IX of the Education Amendments of 1972, UEI College's ("UEI") policy is to maintain an environment for students, staff and third parties that is free of all forms of sex discrimination and harassment. UEI is committed to providing a prompt and equitable response to all Title IX related Complaints. UEI will take all steps necessary to eliminate the sex discrimination/harassment, to prevent its recurrence, and eliminate its effects.

1. Scope of Policy and Persons Covered

UEI prohibits all forms of sexual or gender-based discrimination, harassment, and misconduct, including sexual assault, non-consensual sexual contact, intimate partner violence, sexual exploitation, and stalking (collectively, "Prohibited Conduct"). UEI also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in any matter related to the Title IX Complaint/Grievance Procedure Policy ("Policy"). The Policy applies to all reports of Prohibited Conduct committed by any UEI student, UEI employee, or third party. The Policy applies to all school and school-related

programs and activities, whether or not they occur on or off campus. Any individual, regardless of affiliation with UEI, may file a Complaint. UEI strongly encourages reports of Prohibited Conduct regardless of who engaged in the conduct.

When used in this Policy, "Complainant" refers to the individual who is identified as the subject of Prohibited Conduct. "Respondent" refers to the individual alleged to have engaged in Prohibited Conduct. A "Third-Party" refers to any other participant in the process, including a witness or an individual who makes a report on behalf of a Complainant.

2. How to File a Complaint

UEI strongly encourages all individuals to report Complaints of Prohibited Conduct to UEI and/or local law enforcement. These reporting options are not mutually exclusive. Both internal and criminal reports may be made simultaneously.

UEI recommends that all individuals to report Prohibited Conduct orally or in writing to the Title IX Coordinator, whose contact information is as follows:

Title IX Coordinator
Director of Human Resources
International Education Corporation
16485 Laguna Canyon Rd Ste. 300
Irvine, CA 92618
(949) 812-7706
TitleIXCoordinator@IECColleges.com

UEI students may also notify the Campus President/Executive Director, Campus Security Authority (CSA), or any other UEI employee.

UEI students also have the option of filing a Complaint through the Answer Program as follows:

Sending an email to Answerprogram@UEIglobal.com
Calling toll free (866) 591-8588
Mailing the Complaint to:

Answer Program
International Education Corporation
16485 Laguna Canyon Rd Ste. 300
Irvine, CA 92618

UEI employees may notify their supervisor, the Human Resource Department or have the option of filing a Complaint through the Ethics Program as follows:
By email - send email to:

ethicsprogram@UEIglobal.com

By phone - call (949) 812-7797
Through UNIFY/HR/Ethics Program – Access through: http://unify.UEIglobal.com/default.aspx
By mail - send mail to the following address:

Ethics Program
International Education Corporation
16485 Laguna Canyon Road, Suite 300
Irvine, CA 92618

3. Time Frame for Making a Complaint

There is no specific time frame for individuals who have experienced Prohibited Conduct to file a Complaint pursuant to this Policy. Individuals are, however, encouraged to make a report soon after the incident in question in order to maximize UEI's ability to investigate and reach a finding.

4. Anonymous Complaints

An individual may make an anonymous report concerning an act of Prohibited Conduct. Depending on the extent of information available about the incident or the individuals involved, however, UEI's ability to respond to an anonymous report may be limited.

5. Confidentiality

Should UEI become aware of a concern that Prohibited Conduct is alleged to have occurred, the Title IX Coordinator, or its designee, has an obligation to review the available information and determine whether to proceed to an investigation. The Complainant may ask UEI not to disclose the Complainant's identity to the Respondent. Should a Complainant make such a request for confidentiality, the Title IX Coordinator, or its designee, will inform the Complainant that UEI's ability to respond to the allegations and investigate may therefore be limited if the request is granted. A Complainant who initially requests confidentiality is not prohibited from later waiving confidentiality and requesting that UEI conduct a full investigation.

The Title IX Coordinator, or its designee, will inform the Complainant that due to various federal and state laws, it is not always possible to guarantee confidentiality regarding incidents of Prohibited Conduct, even if a Complainant later chooses to not to proceed with a Complaint. Under those laws, UEI's decision to share information with others is subject to a balancing test that requires UEI to consider a range of factors when a Complainant's request for confidentiality would preclude a meaningful investigation.

These factors include, but are not limited to:

- Multiple reports of Prohibited Conduct relating to a single Respondent
- A report that Prohibited Conduct involved a weapon, physical restraints or battery;
- The age of Complainant; and
- The availability of other means to obtain relevant evidence.

If the Title IX Coordinator, or other designee, determines that UEI cannot honor the request for confidentiality and must disclose the Complainant's identity to the Respondent and pursue an investigation, it will inform the Complainant before making this disclosure and put in place interim measures, discussed below, as necessary to protect the Complainant and the UEI community.

6. Reporting by Responsible Employees

All "Responsible Employees", as defined below, are required to promptly report a Title IX concern. A "Responsible Employee" includes any employee who: (1) has the authority to take action to redress the harassment; (2) has the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees; or (3) a student could reasonably believe has the authority or responsibility to take action.

Under this definition, all UEI employees who do not have legally protected confidentiality are considered Responsible Employees. This includes all employees with supervisory or leadership responsibilities on campus, including, but not limited to, faculty, Campus Department Chairs, Associate Directors of Education, Directors of Education, and CSAs. UEI requires that all Responsible Employees share a report of misconduct with the Title IX Coordinator or a Title IX Compliance Team Member. The Title IX Compliance Team consists of the Campus President/Executive Director or designee at the campus, Director of Employee Relations, and Regional Vice Presidents of Operations, where applicable. The purpose of this requirement is to permit UEI to take immediate and corrective action to respond to allegations of Prohibited Conduct.

7. Interim Measures and Remedies

Upon receipt of a Complaint, UEI will provide reasonable and appropriate interim measures, if

needed, designed to eliminate the alleged discrimination/harassment and protect the parties involved. UEI will make reasonable efforts to communicate with the parties to ensure that all safety, emotional and physical well-being concerns are being addressed. Interim measures may be imposed regardless of whether formal disciplinary action is sought by the Complainant or UEI, and regardless of whether an alleged crime is reported to local law enforcement.

A Complainant or Respondent may request a no contact order or other protection, or UEI may choose to impose interim measures at its discretion to ensure the safety of all parties, the broader campus community, and/or the integrity of the process. UEI will maintain the privacy of any remedial and protective measures provided under this Policy to the extent practicable and will promptly address any violation of the protective measures. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. UEI will take immediate and responsive action to enforce a previously implemented restriction if such restriction is violated.

Interim measures will be implemented at the discretion of UEI. Potential remedies that may be applied include:

1. Access to counseling services and assistance in setting up initial appointment, both on and off campus;
2. Imposition of a no contact order;
3. Rescheduling of exams and assignments (in conjunction with appropriate faculty and staff as necessary);
4. Providing alternative course completion options (with the agreement of the appropriate faculty and staff);
5. Change in class schedule, including the ability to take an "incomplete," drop a course without penalty, etc. (with the agreement of the appropriate faculty and staff);
6. Change in work schedule or job assignment;
7. Limit an individual's access to certain UEI facilities or activities pending resolution of the matter;
8. Voluntary leave of absence;

9. Providing an escort to ensure safe movement between classes and activities;
10. Providing access to medical services;
11. Providing academic support services, such as tutoring;
12. Interim suspension or imposed leave; and
13. Any other remedy that can be tailored to the involved individuals to reasonably achieve the goals of this Policy.

8. Resolution of Complaint

The Title IX Coordinator has primary responsibility for coordinating resolution of all reports of Prohibited Conduct. The Title IX Coordinator shall work with and receive support from the Title IX Compliance Team, and/or any other designee. UEI investigates only those concerns raised in which the Title IX Coordinator determines that the allegations are plausible under the totality of the circumstances and, if true, would constitute Prohibited Conduct, and will notify in writing any Complainant whose Complaint will not be investigated, including providing the reason(s) why. UEI is committed to providing an adequate, reliable and impartial investigation, including providing both Complainant and Respondent the equal opportunity to present witnesses and relevant evidence. The Title IX Coordinator will assign a Title IX Compliance Team Member to be the primary investigator for the matter. In some circumstances, the primary investigator may be the Title IX Coordinator.

A. Conflicts of Interest

UEI prohibits any individual with a real or perceived conflict of interest from participating in the investigation process. A conflict of interest exists if the individual has prior involvement in or has knowledge of the allegations at issue in the case, has a personal relationship with one of the parties or witnesses, or has some other source of bias.

B. Standard of Evidence

Allegations in Complaints of Prohibited Conduct shall be investigated by applying a preponderance of the evidence standard, meaning that it is "more likely than not" that something did or did not occur.

C. Scope of Investigation

The scope of an investigation will vary depending on the allegations and circumstances

of each individual case. Each Complaint will be assessed on an individualized basis. For purposes of illustration, an investigation may include the following steps, as appropriate:

- Reviewing the Complainant's Complaint;

- Gathering additional information or statements from Complainant;

- Gathering information from any witnesses (for example faculty, staff or other students with potentially relevant information);

- Reviewing relevant documentation and policies;

- Obtaining a response or written statement and other information from Respondent;

- Attempting a resolution of the Complaint between the Complainant and the Respondent (only if appropriate); and

- Assessing the information and determining findings and proposed resolution of the Complaint.

A Complainant will not be required to work out an issue directly with a Respondent. In all circumstances, sexual assault Complaints will not be mediated, even on a voluntary basis. The use of evidence of past relationships of the Complainant are not allowed except in dating violence cases where there is evidence that the Complainant has had a relationship with the Respondent.

The primary investigator shall inform the Complainant at regular intervals regarding the status of the investigation.

D. Length of Investigation

UEI will address and resolve Complaints of Prohibited Conduct promptly and effectively. It is UEI's intent that the entire process for investigating and resolving Complaints be concluded promptly following receipt of a Complaint. However, the length of time will vary, making an investigation shorter or longer depending on the complexity of the investigation, the severity and extent of the misconduct, the quantity and availability of witnesses, and other factors of significance that may affect the length of the investigation.

E. Results of Investigation

Upon the completion of an investigation, the primary investigator shall promptly provide written notice of the outcome of the Complaint to the Complainant and Respondent.

F. Potential Remedies and Sanctions

If based on the investigation, the Respondent is found responsible for any form of Prohibited Conduct, UEI will issue sanctions commensurate with the violation(s). Possible sanctions may include, but are not limited to:

- **Warning:** Notice, in writing, that continuation or repetition of Prohibited Conduct may be cause for additional disciplinary action.

- **Censure:** A written reprimand for violating UEI's nondiscrimination policies. This conduct status specifies a period of time during which the individual's good standing with UEI may be in jeopardy. The individual is officially warned that continuation or repetition of Prohibited Conduct may be cause for additional disciplinary action, including probation, suspension, expulsion or termination from UEI.

- **Disciplinary Probation:** Exclusion from participation in privileged activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other UEI policy violations may result in further disciplinary action.

- **Restitution:** Repayment to UEI or to an affected party for damages (amount to be determined by UEI) resulting from a violation of this Policy. To enforce this sanction, UEI reserves the right to withhold transcripts and degrees or to deny a student participation in graduation ceremonies and privileged events.

- **Suspension:** Exclusion from UEI premises, attending classes, and other privileges or activities for a specified period of time.

- **Dismissal:** Permanent termination of student status and exclusion from UEI premises, privileges, and activities.

- **Termination:** Termination of employment.

- **Withholding Degree:** UEI may withhold awarding a degree otherwise earned until the completion of the process set forth in this Policy, including the completion of all sanctions imposed, if any.

- **Other:** Other sanctions may be imposed instead of, or in addition to, those specified here.

- **Multiple Sanctions:** More than one of the sanctions listed above may be imposed for any single violation.

9. Documentation

UEI shall maintain documentation of all investigations and any related proceedings under this Policy.

10. Title IX Training

UEI provides training to all individuals within the community who are involved in responding to, investigating, or resolving reports of Prohibited Conduct, including the Title IX Coordinator, Title IX Compliance Team, and CSAs. This training includes, but is not limited to, training in processing sexual violence or sexual harassment Complaints, training about UEI's Title IX Complaint/Grievance Procedure Policy and confidentiality requirements.

11. Retaliation

Retaliation includes adverse action taken against a person for making a good faith report of Prohibited Conduct or participating in any proceeding under this Policy. Adverse action includes conduct that threatens, intimidates, harasses, coerces or in any other way seeks to discourage a reasonable person from engaging in activity protected under this Policy. Retaliation can be committed by or against any individual or group of individuals, not just a Respondent or Complainant. Retaliation does not include good faith actions lawfully pursued in response to a report of Prohibited Conduct. Retaliation may be alleged even where there is a finding of "no violation(s)" of the Policy.

UEI will take immediate and responsive action on any report of retaliation and will pursue disciplinary action as appropriate. An individual reporting Prohibited Conduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven.

12. Definitions

- **Consent**: Affirmative, conscious, voluntary, and revocable. Consent to sexual activity requires of both persons an affirmative, conscious, and voluntary agreement to engage in sexual activity.

- **Sexual Harassment**: Any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise. Specific examples of sexual harassment by an individual may include, but are not limited to, making written, verbal, physical, and/or visual contact of a sexual nature when the conduct or speech is so severe, persistent, or pervasive, and unwelcome, as to undermine others' educational experiences and thus deny or limit equal access to UEI resources.

- **Sexual Violence**: Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or Third Parties.

- **Sexual Assault – Penetration**: Without the consent of the Complainant, penetration, no matter how slight, of the vagina, anus, or mouth by a penis; or the vagina or anus by any body part or object.

- **Sexual Assault – Contact**: Without the consent of the Complainant, touching an intimate body part (genitals, anus, groin, breast or buttocks) (i) unclothed or (ii) clothed.

- **Relationship Violence**:

  - **Dating Violence**: Conduct by a person who is or has been in a romantic or intimate relationship with

the Complainant that intentionally, or recklessly, causes bodily injury to the Complainant or places the Complainant in reasonable fear of serious bodily injury. The nature of the relationship between the Complainant and Respondent is determined by the length, type and frequency of interaction between them.

- **Domestic Violence**: Conduct by a current or former spouse or intimate partner of the Complainant; or a person with whom the Complainant shares a child in common, that intentionally, or recklessly, causes bodily injury to the Complainant or another, or places the Complainant or another in reasonable fear of serious bodily injury.

- **Stalking**: Repeated conduct directed at a Complainant (e.g., following, monitoring, observing, surveilling, threatening, communicating or interfering with property), of a sexual or romantic nature or motivation, that would cause a reasonable person to fear for their safety, or the safety of others, or to suffer substantial emotional distress.

Rehabilitation Act and Americans with Disabilities Act (ADA)

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), UEI College abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in 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 documented disability and the Campus Disability Compliance Coordinator has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

UEI 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 undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request auxiliary aid

or service, please contact the Campus Disability Compliance Coordinator. Students should submit requests with supporting documentation at least two weeks prior to the beginning of the first day of classes or as soon as practical.

Admission Process

All prospective applicants must be personally interviewed by a school representative, tour the campus and receive a catalog describing the course offerings and the school policies. Upon the applicant's determination that he/she is interested in pursuing a specific program of study, he/she visits the Financial Planning department to receive information regarding funding options.

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.

General Admissions Requirements for all Programs

Applicants to UEI College must be at least 17 years of age and must be a High School graduate or GED holder.

Applicants 18 years of age or older, who are not High School graduates or GED holders, may apply as "Ability to Benefit" students.

Applicants to the Criminal Justice and Pharmacy Technician programs must be high school graduates or GED holders.

Proof of High School Graduation

For ACCET Campuses: Applicants must provide Proof of Graduation (POG) in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency. If a student cannot provide acceptable POG no later than fourteen (14) days from the scheduled start date of the first module not including holidays (but does include weekends and in-service days), the student's enrollment at the College will be cancelled.

For ACCSC Campuses: Applicants must provide Proof of Graduation (POG) in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency. This POG must be received prior to the student being admitted to the school and the enrollment agreement being signed by an accepting official.

The proof of high school graduation (POG) or equivalent provided by the applicant is printed

and signed by the applicant in front of a school official, as proof that the POG is true and correct and belongs to the applicant.

Programs Preparing Graduates for a Field Requiring Licensure or Registration

UEI College takes reasonable steps to help ensure you are eligible for licensure or registration if you choose a program that prepares you for a field where licensure or registration is required. There are numerous eligibility requirements for licensure, depending on the field. You are encouraged to review these requirements and do further research if you have any concerns regarding your eligibility. You should discuss any concerns with your Admissions Representative and/or the Director of Education. Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed. Although the school assists students/graduates with obtaining licensure, the ultimate responsibility for securing licensure is that of the student/graduate. For licensure, certification or registration requirements, please see the supplement insert for this Catalog.

Pharmacy Technician

An individual working as a Pharmacy Technician in the state of California must be registered with the California Board of Pharmacy. Requirements for applicants are as follows:

- Must be at least 18 years of age and graduate from the Pharmacy Technician program at UEI College
- Must be a high school graduate or have a GED equivalent
- Must be free of felony convictions of any kind, and must not have any drug-related misdemeanors before, during and upon completion of the program
- Must be current in all court-ordered family support
- Must submit a completed application including:
  o Photo of applicant (non-Polaroid)
  o Registration fee (included in tuition)
  o Live scan fingerprinting
- Must complete a sealed original NPDB-HIPDB self-query report. This report is governed by the US Department of

Health and Human Services, and a self-query will indicate if there is a report on you or your practitioner organization. The Board of Pharmacy will likely deny the completion of your registration if you have a pending report.

More information on the process for becoming registered may be obtained on the California Board of Pharmacy website, http://www.pharmacy.ca.gov.

Vaccination Policy

For Allied Health programs offered by UEI Colleges which require vaccinations as part of their externship requirements and potential employment post-graduation, the Admissions Department is responsible for explaining the vaccination disclosure and having students sign off on their choice of action for the required vaccinations.

Ability to Benefit (ATB) Admissions Policies

Ability to Benefit (ATB) admission is available on a limited basis and is available for the following programs only: Dental Assistant, Automotive, Business Office Administration, Computer System Technician, Electrician Technician, Medical Assistant, Medical Billing and Insurance Coding, Heating, Ventilation and Air Conditioning, Medical Office Specialist and Welding. Students who are admitted to the College as ATB students will be required to attend academic advising throughout their program.

Additionally, all applicants must complete an interview with a school representative to determine desire, ability and commitment, receive a tour of the campus, review the school catalog and complete and sign the Enrollment Agreement.

An applicant who is not a high school graduate or has not passed the GED and is seeking admission into an ATB eligible program must take and pass a two-part, independently administered, nationally standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic. The Wonderlic Basic Skills Test (WBST) minimum scores are:

Verbal	200
Quantitative	210

There are two distinct and different Ability to Benefit classifications. First, it will be determined if the applicant is eligible for the Grandfathering

ATB Student classification. If the applicant is not eligible, **He/she will need to seek admissions through the Eligible Career Pathways Program – ATB student classification**

Documentation Requirements for Grandfathering ATB Students

Students who were enrolled in an eligible program of study prior to July 1, 2012 may continue to establish Title IV eligibility in any eligible program under one of the ATB alternatives by using the following grandfathering test:

Question 1: Did the student attend an eligible program at any Title IV institution prior to July 1, 2012? If yes, the student may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance. If no, continue to Question 2.

Question 2: Did the student, prior to July 1, 2012, officially register at a Title IV institution, and is the student scheduled to attend an eligible program? If yes, the student may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance. If no, the student may not use the ATB alternatives to become eligible for Title IV, HEA student assistance.

ATB Alternatives:

- Pass an independently administered, Department of Education approved ATB test, or
- Complete at least six credit hours (225 clock hours), that are applicable toward a degree or certificate offered by the institution

Prior ATB tests provided for eligibility purposes may not apply for enrollment purposes. For enrollment purposes, the applicant must either provide official results for the Wonderlic Basic Skills Test which meet the minimum scores listed above or successfully re-test prior to enrollment.

Note: Students who have a prior enrollment at a UEI school and dropped prior to July 1, 2012 are eligible provided at least one day of attendance is posted. The attendance record must indicate that the student's last day of attendance was on or after the original start date of the student's program and a Wonderlic ATB test was successfully passed before July 1, 2012.

Documentation Requirements for Eligible Career Pathways Program ATB Students

A student who passes the Wonderlic Basic Skills Test with the minimum required scores may enroll in one of the Eligible Career Pathway Programs (ECPP). The ECPP has many components that the student must participate in to continue in the ECPP. These include:

1. Enrollment into and participation in the Adult Education component of the ECPP;
2. Participation in academic advising throughout the ECPP;
3. Participation in Career Pathway Coaching throughout the ECPP.

Eligible Career Pathway Program (ECPP) ATB Program Requirements

Students enrolled into an ECPP will be concurrently (at the same time) enrolled in their vocational training program and the Adult Education program. The student is required to attend classes in the Adult Education Program and is expected to participate in those classes. The Adult Education Program will be offered on campus, in a computer lab and will have a facilitator present to support the students. The Adult Education program is offered online and is self-paced enabling a student to obtain their high school diploma while they are attending their vocational program. The Adult Education program is offered by an approved adult education service provider and not by the College. The College does not guarantee that the student will receive a high school diploma or its equivalent. Completing the vocational component of the ECPP program is not a condition of achieving a high school diploma or its equivalent. Upon successful completion of the adult education component of the program the student may request a copy of their transcript directly from the adult education vendor.

Participation in the Adult Education component of the program

ECPP Participation Advisement

A student who fails to participate in the adult education component of the ECPP program once within 14 consecutive days will receive an *ECPP participation advisement*. A student who fails to participate in the adult education component of the ECPP program once within 45 consecutive days will be placed on a "Withdrawal Warning".

ECPP Withdrawal

A student who fails to participate in the adult education component of the ECPP program for a period of time as determined by the adult education provider, will be withdrawn from both

the adult education component of the ECPP program and the vocational program.

Receiving the earned High School Diploma

Completing the vocational component of the ECPP program is not a condition of achieving a high school diploma or its equivalent. Upon successful completion of the adult education component of the program the student may request a copy of their transcript directly from the adult education vendor.

Transfer of Credit Policy

UEI College may accept credit earned at another institution only if that institution is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation. The school will provide guidance, a transcript, catalog, syllabus and course descriptions for any student interested in transferring to another institution. Students who have completed similar training courses at other UEI or non-UEI institutions may apply for transfer of credit according to the following policies and procedures:

1. Complete and submit a Transfer of Credit Application to the Director of Education.
2. Provide an official transcript and catalog with course descriptions of the prior post-secondary training. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit. Photocopies will not be accepted.
3. Courses from accredited post-secondary training programs that correspond directly in content, scope and length to UEI courses will be considered for credit.
4. Technical coursework completed within the last three (3) years and general education coursework within the last seven (7) years is eligible for transfer credit review provided all other policy requirements are met.
5. Only training courses with a grade of C or 2.0 or above will be considered for credit.
6. Credit by examination, prior work experience, credit for prior experiential learning, military service, internships or practicum is not accepted.
7. No more than 50% of the total credits of the program can be accepted from transfer credits outside of the UEI school system.
8. Students transferring from another UEI campus or other non-UEI institution may be granted credit for all passing courses, based on the criteria described in Step No. 4.

9. All decisions made by the Director of Education regarding Transfer of Credit are based wholly on the criteria as stated in these policies and procedures.
10. UEI does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.
11. All Transfer of Credit must be requested, reviewed, and approved prior to the start of a student's program using an unofficial or official transcript. Credit will only be awarded after official transcripts have been received.

   Students who do not agree with the evaluation of transfer credit awarded by the school may file an appeal within three (3) calendar days after receiving the completed Transfer of Credit Application.

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at UEI College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are 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 UEI College to determine if your credits, diploma or certificate will transfer.

The school will provide guidance, a transcript, catalog, syllabus and course descriptions for any student interested in transferring to another institution.

English as a Second Language (ESL) Instruction and English Language Proficiency Information

UEI College does not offer ESL instruction and does not require proof of English language proficiency; however, all instruction will occur in English. Therefore, all students must be able to read, write, speak, understand and communicate in English.

Pregnancy

The program you enroll in may be physically demanding. As a student in that program, you are expected to participate in all lab sessions to earn lab grades in your modules. Failure to do so will result in a failing grade for the module(s) and/or being dropped from the program. In the event a student is pregnant at time of enrollment or becomes pregnant during the program, the lab requirement will not be waived. The pregnant student must provide a doctor's note of release as a condition to participate in lab work. A pregnant student will not be permitted to participate in the required lab work without a doctor's release. The school will take reasonable steps to accommodate a pregnant student who has provided the school with a doctor's release. Additionally, in the event the baby is delivered during your enrollment period, the school will require a doctor's note of release to return to lab work. A Leave of Absence (LOA) may be granted pursuant to a student's written request and eligibility for a leave; however, the LOA must be approved by the school's administration prior to the leave.

Articulation Agreements

UEI College does not currently have articulation agreements with other institutions.

IEC is contracted with C4L and Brookshire International Academy, which are providers of adult education services to UEI College students that qualify to participate in the Eligible Career Pathway Program.

Program Tuition and Fees

The registration fee is $50.00 and is non-refundable. The registration fee will be returned to all students who cancel their enrollment within three (3) business days from the date the enrollment agreement was signed at the following locations: Bakersfield, Fresno, Gardena, Riverside and Sacramento. In the event where the school cancels the program, any registration fees paid by the student will be refunded.

Additional fees which might be incurred during your period of enrollment include the following:

Additional copies of Official Transcripts	$15
Additional Official Diploma	$30
Additional unofficial transcripts	$5
*Late Payment fee	$10
Replacement of Student ID card	$3
Graduation ceremony fee	$40
Uniform-replaced/lost:	
Business Office Administration (BOA)	$17
Polo	$14
Scrubs Set	$14
Loan Origination Fee(s)	Varies
Late Interest Accrual Fee(s)	Varies

There is no charge for an Education Verification.

The tuition for all programs is due and payable at the time of enrollment. Tuition and fees are the same for in-state and out-of-state students. Tuition can be paid by any of the following methods: Cash, check, credit, loans, grants or scholarships. Please see the tuition table of this catalog, for your program tuition.

*Assessed each month the account remains delinquent. This fee may also be assessed for delinquent institutional and recourse loans.

Student Tuition Recovery Fund Disclosure (STRF)

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.

Books and Supplies

All textbooks and training materials for the course will be supplied by the school for student use. Students must furnish their own incidental supplies such as pens, paper, notebooks, etc. Note: Classroom reference textbooks are not issued to students but are supplied in sufficient numbers to complete assignments. Books that are lost, mutilated or not returned timely will be replaced at the student's expense.

Students may elect to purchase their own books from outside of the institution and opt-out of receiving books from the institution.

Transportation costs

Local transportation costs are estimated at $130.00 per month and may vary in specific areas. There are no fees for parking.

Delinquent Accounts

Delinquent accounts may result in termination from the program and may be submitted for collection with collection agencies. If a student's account is over 120 days delinquent, the account is sent to UEI's internal collection department. If the student's account is still delinquent after eight months, the account is deferred to an outside collections agency.

Federal Financial Aid Information

Financial Assistance, in the form of grants and loans, is available to eligible applicants who have the ability and desire to benefit from the specialized training offered at UEI College. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds, as applicable.

To receive financial assistance you must:

1. Demonstrate financial need (with the exception of the Unsubsidized Loan program).

2. Be a U.S. Citizen or eligible non-citizen.
3. Have a valid Social Security Number.
4. If male, be registered with the Selective Service.
5. Maintain satisfactory academic progress while attending school.
6. Sign a statement that certifies that you will use your federal student aid for education purposes only.
7. Not be in default on any federal student loans or owe any money on any federal student grant program.
8. Effective July 1, 2012 – Must have a high school diploma, General Education Certificate (GED) or equivalent or qualify under the Eligible Career Pathway Program.

Students must complete a Free Application for Federal Student Aid (FAFSA) to assist in determining funding eligibility.

Financial Aid Programs

The following are brief descriptions of the Federal financial aid programs available at UEI College under the Title IV program:

Federal Pell Grant

A Federal Pell Grant does not have to be repaid. The amount depends on your financial need, costs to attend school, and the program of study. If your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, you may be eligible for additional Federal Pell Grant funds.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

Federal Work-Study (FWS)

Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and 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.

William D. Ford Federal Direct Loan Program

Direct Loan programs consist of low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. Direct loans include Direct Subsidized, Direct Unsubsidized and Direct PLUS loans.

Direct Subsidized Loan

Direct Subsidized Loans are available to eligible students with financial need. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. The interest is paid by the federal government while students are in school.

Direct Unsubsidized Loan

Direct Unsubsidized Loans are available for eligible students to borrow for additional education costs. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Direct Subsidized Loan Program.

Direct Parent Loan for Undergraduate Students (PLUS)

PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program.

Return of Federal Financial Aid Funds

If the student is a recipient of the "Title IV" funds previously described (federal work-study excepted) and withdraws from school prior to completing the program of study, the student may not be able to keep all the financial aid funds received in order to pay the educational expenses.

The school will calculate the amount of financial aid earned up to the last date of attendance using a formula mandated by the U.S. Department of Education. If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate "Title IV" program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan

4. Federal Pell Grant
5. Federal SEOG Grant
6. Other "Title IV" loan or grant assistance

Institutional Aid Programs

Scholarship Eligibility and Awarding Policy

The purpose of the UEI College Scholarship Program is to provide additional financial assistance to students pursuing a diploma/degree in their chosen program of study.

Scholarship Eligibility Requirements

1) Applicant must be an active/future student attending a UEI College Campus.

2) All applicants must complete the UEI College Scholarship application and provide all forms applicable to the Campus Student Financial Services Department.

Scholarship Terms and Conditions

1) All Institutional Scholarships will be credited to the student's account upon graduation.

2) Students may apply and be eligible to receive a maximum of two Institutional Scholarships.

3) Institutional Scholarships are non-refundable to the student, meaning under no circumstances will the student receive a payment from the school for the Institutional Scholarship(s).

4) In the event a credit balance is created by an Institutional Scholarship, it will be applied to any outstanding institutional loan and to the Federal Direct Loan(s) prior to the Institutional Scholarship being reduced and the credit balance removed.

5) Students who are enrolled as an agency enrollment (special tuition charge) are not eligible to participate in the Institutional Scholarship program.

6) The School has sole discretion to determine whether a student meets and is eligible for an Institutional Scholarship in accordance with these terms and conditions.

8) Awards are subject to funds availability.

Institutional Scholarship Programs

New Student Scholarship ($500)

This scholarship is for students who enroll into an eligible program.

Opportunity or Aid Assist Scholarship ($250/$750)

This scholarship is offered to students with financial need based on their Expected Family Contribution (EFC).

• Opportunity Scholarship ($250) for students with EFC ≤ 5,000

• Aid Assist Scholarship ($750) for students with EFC > 5,000 **

NOTE: Acceptable documentation is the ISIR used for student's funding plan.

*** Aid Assist Scholarship will be available to those students who have reached PELL LEU, holds a Bachelor's degree or ineligible for Pell Grant regardless of EFC.*

Military Family Scholarship ($500)

This scholarship is offered to eligible Veterans, active duty military, reservists and/or dependent/spouse of an eligible Veteran.

NOTE: Must provide a copy of Certificate of Eligibility DD214.

Closed School Transfer Scholarship

This scholarship of ($1,000) is available to all new students who are transferring in from a closed school.

• Student must have completed less than 50% of a program at prior school

• Student must complete at least 50% of their new program at this institution

This scholarship will be credited to the student's account upon graduation. This scholarship is non-refundable to the student, meaning under no circumstances will the student receive a payment from the school for this scholarship. In the event a credit balance is created by the scholarship, it will be applied to any outstanding student loan prior to the scholarship being reduced and the credit balance removed. The school has sole discretion to determine whether a student meets and is eligible for this scholarship in accordance with these terms and conditions. This scholarship cannot be combined with any other institutional scholarship.

Access to Education Scholarship ($9,900) (Encino, Huntington Park, Ontario, Chula Vista, Fresno, Bakersfield, San Marcos and Anaheim Campuses Only)

This scholarship is offered to students who do not have traditional access to higher education funding the opportunity to attend UEI College programs. This scholarship is only available to students who are of legal status in the United States who are not eligible for traditional education funding sources. In order to be eligible, you must NOT have been convicted of a felony, certain significant misdemeanors (including a single DUI), or three or more misdemeanors of any kind.

UEI Possibilities Scholarship (San Marcos, Chula Vista ONLY)

This is an excellence-based scholarship program available to students who graduated from any San Diego High School in 2019 with a 2.5 GPA or higher. The scholarship matches 50% of the eligible students' Federal Pell Grant funding up to $3098 per academic year. Must provide High School transcripts to verify. Must be verified by Community Outreach Specialist.

NOTE: Student is not eligible for any other scholarship with UEI Possibilities Scholarship.

'What's Your Story?' Scholarship

Current active UEI students will have the opportunity to enter into a $500 scholarship drawing (or laptop depending on the month) by submitting a completed entry form with "their story". One student from UEI will be selected each month at random on the last business day of each month. The $500 scholarship will be credited to the student's account at that time. The "What's Your Story $500 Scholarship" can be combined with other institutional scholarships.

Outside Scholarship Programs

Scholarship Eligibility and Awarding Policy:

1. Applicant must be an active student attending a UEI college Campus.
2. All applicants must apply
3. Must be in good standing.

Scholarship terms and conditions:

1. Outside scholarship will be credited to the student's account upon receipt of payment from agency.
2. Awards are subject to fund eligibility.

Other Available Financial Assistance Programs

UEI Institutional Loan Program

This loan program is available to students who need additional financial assistance for tuition and fees. The minimum loan amount is $500 with repayment terms between 12 to 60 months.

Veterans Benefits

The GI Bill® and Post 9/11 GI Bill® are a few of the VA programs available for our veteran students. If you believe you may qualify, contact your local Veterans Administration Office for assistance.

Agency Programs

Work Investment Act, State Rehabilitation and Displaced Workers programs are available through various agencies. UEI participates with several state and local agencies that provide these programs. If you are receiving unemployment benefits or are on a subsidy program, contact your local agency office to see if you qualify for one of these programs.

Academic Standards
Definition of a Module

All programs at UEI College consist of instructional modules. A module is a self-contained unit of instruction. With the exception of the Dental Assistant, Computer Systems Technician, Heating, Ventilation and Air Conditioning and Electrician Technician programs, students can enter at the beginning of any module except externship and continue in the cycle until completion of the program.

Definition of a Clock and Credit Hour

The conversion from clock hours to semester credit units is 15 clock hours of lecture, 30 clock hours of lab, or 45 clock hours of externship equals one semester credit unit. A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break. For financial aid purposes, one semester credit unit is equivalent to 37.5 clock hours which includes approved outside/homework hours.

Published Program Length

Instructional Weeks: The total instructional time consisting of lecture, lab and externship required to complete the program as measured in weeks. Instructional weeks are an element only used by regulatory agencies to determine that a program will meet its required objectives.

Normal Time to Complete: The instructional weeks, as noted above, do not include holidays, scheduled breaks or the actual time to complete an externship. Due to various start dates and scheduled breaks within the year, the normal time to complete represents a more accurate completion length of time for the average student in each program. The normal time to complete is the average time from a student's start date to the student's graduation date as measured in weeks. This normal time to complete does not however take into account students who receive transfer credits, take a leave of absence or is required to repeat a class.

Student Progress Reporting

At the end of each module, students receive a Progress Report. Students have up to seven (7)

days after the module ends to appeal a grade. No changes will be made after seven (7) days.

While on externship students are evaluated on their performance and receive a letter grade.

Make-up Work
Make-up work may be completed to make up for assignments, exams, or other course content missed during classes. The make-up work must be arranged between the student and the instructor. Make-up work may include, but is not limited to, the assignment of additional homework or other assignments comparable to the content covered during the delivery of the class missed. All make-up work must be completed within 7 days after the module ends. Students cannot use Make-up work to make up class attendance hours missed. As defined under the Tardy section of the catalog, missed class time is counted toward the total class hours missed.

Graduation Requirements
To be eligible for graduation and receive an official transcript, a diploma, the student must complete each module in the program with a minimum grade point average of 2.0, meet the attendance requirements for the in-school training as stated in the attendance policy, successfully complete all elements of externship, if required, and current with all financial obligations to the school.

Transcript Policy

Upon successful completion of his/her educational program, each eligible student (as noted above) will receive an official transcript and official diploma. There is no charge for the first official transcript and diploma; however, additional fees will apply for additional copies of official diplomas and official/unofficial transcripts.

Additional copies of an official diploma and official/unofficial transcripts may be obtained at the request of the student. The request should be made through the online portal located on the school's website: https://www.uei.edu/

Copyright Policy
UEI College does not allow or condone the use of UEI College resources for the unauthorized distribution of copyrighted material, including peer-to-peer file (P2P) file sharing. Engaging in such activity will result in disciplinary action. Such activity may also subject colleagues, including faculty, staff and students to civil and criminal prosecution.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Attendance Policy
Attendance Requirements
UEI College encourages all students to attend class on a regular and consistent basis by adhering to the following attendance policy:

Student Attendance Record Monitoring

Students are required to check their daily attendance records in the student portal in order to ensure his/her attendance was recorded accurately. In the event that a student's attendance was not recorded accurately, the student must immediately notify the Registrar and/or Director of Education in order to have the attendance record corrected. If a student does not report an issue relating to an attendance record within two school days from the date of attendance, the presumption is that the attendance record is complete and accurate and the student's right to appeal is waived. Inaccuracies in attendance that have not been checked and corrected may have a detrimental impact on a student's academic good standing.

Student Attendance Monitoring

Students will be informed, on a regular and timely basis, of their progress in meeting the standards of attendance. Student attendance will be monitored on a daily basis and students must be informed of their attendance on a weekly basis. Students must be advised within the first opportunity after a missed class to discuss and implement actions and options to remedy absenteeism.
Student attendance will also be monitored each module. At the end of a student's module, a progress report will be automatically generated by the Electronic Student Database (ESD) and sent via email to the student. The progress report will include the student's current cumulative attendance rate.

ACCET-Accredited Schools: If a student is absent for more than 25% of the scheduled hours for any module (excluding externship), he/she will be given a failing grade for that module and will

be required to repeat the module. Attendance activity from the repeated module will replace the attendance activity from the failed module upon successful completion of the repeated module. Calculation of the 25% absence includes time marked as "tardy" or "leaving early" as well as full days of absence. Exceptions to the 25% maximum absence rate may be considered only for extenuating circumstances and are subject to review and approval by the Corporate Education department. "Extenuating circumstances" must be supported by verifiable documentation and are defined as the following:
a) Death of an immediate family member
b) Medical emergency of the student or an immediate family member
c) Military assignment
d) Unexpected and severe life or financial conditions which required a brief period of adjustment (e.g. loss of housing, loss of job, etc.)

Students who have failed a module due to attendance must be advised. Advisements must clearly outline consequences of failing to meet minimum cumulative attendance requirements, including repeating a module, delaying externship, and/or delaying graduation, and include an action plan and timeline for attendance remediation.

Cumulative Attendance Progress *(ACCET-Accredited Schools Only)*

A student is required to achieve a minimum cumulative attendance of 80% by the midpoint of the program. Tardies and leaving early are counted against student attendance. If a student achieves below 80% cumulative attendance at the midpoint of the program, the student will be placed on attendance advisement. The attendance advisement will include a specific action plan and progress timeline to ensure that the student will have achieved the minimum attendance requirement by the end of the didactic portion of the program and/or by the end of the entire program. The advisement will notify students of the consequences of failing to meet the minimum 80% attendance requirement, including repeating modules, delaying externship, and/or delaying graduation.

An advisement action plan may include coaching, tutoring, and other learning sessions and activities that may be scheduled during the times different from the student's regularly scheduled class-time.

Overall Cumulative Attendance for the Program

ACCET-Accredited Schools: Students must achieve minimum of 80% of overall program attendance in order to graduate. The overall program attendance includes the externship module, as applicable.

If a student achieves below minimum required cumulative program attendance of 80% by the end of the last module, the student will be required to repeat a module(s) with low attendance to achieve the required program minimum, even if the student has passed the module(s) academically. Tardies and leaving early are counted against student attendance.

All Schools: Repeated modules are counted as attempted modules in assessment of program completion within maximum 150% program length. Attendance percent from the successfully completed repeated module will replace the original attendance percentage. The GPA and academic record will reflect the highest passing grade earned between the two modules.

Based on module availability, students may be asked to take repeated module(s) during the class time that is different from their original schedule.

14 Days of Absences

If a student is absent from school for fourteen (14) consecutive calendar days, including any weekends, in-service days, and days between modules, the student will be withdrawn from school. The 14 consecutive calendar days will not include school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays published in the academic calendar in the catalog.

Tardy

If a student is tardy for class, as defined below:

Tardy - Arriving late for class or leaving early from class. Tardies and early departures will be recorded in 15 minutes increments and rounded to the nearest 15 minute increment as follows:
- 01-07 minutes of every 15 minute period is round down to nearest 15 min increment.
- 08-14 minutes of every 15 minute period is round up to nearest 15 min increment.

Externship Attendance for Diploma Programs

For most programs, the final module of training is externship and is a requirement for graduation. Externships are designed to be instructional in nature by providing students with hands-on experience. While the institution, secures externship sites for students, externships are a cooperative effort between the institution, the students and the externship facilities. Students must be prepared to travel to their externship assignments. The institution will make every effort to secure sites that are within an appropriate distance from the institution, and that are convenient for the students. Students may also locate their own site. In such an event, the institution makes no assurance as to when or if the student's selected site will be available and may result in a student being withdrawn from the program due to non-attendance. Externships are held at approved off-campus sites. Students in all programs which include an externship are expected to complete their externship hours at a rate of 40 hours per week. Additionally, students are required to attend the hours scheduled until the externship is 100% complete. Students should expect to spend eight hours per day, five days a week during externship and will need to make plans accordingly. While the school will try to accommodate any special scheduling needs, the school does not guarantee evening or weekend externship sites. If, for any reason, the student must miss hours during externship, the student must call the externship site and notify the school prior to the absence and is required to make up the missed hours in order to successfully complete the externship. Students who are unable to secure an externship site within 14 days *(as described in the attendance policy)* will be dropped from the program.

Leave of Absence (LOA)

If an emergency situation arises, such as a family tragedy, medical condition, or military obligation, making it necessary for a student to interrupt his/her training, the school, at its' discretion, may permit a student to request a Leave of Absence (LOA). The following criteria are required:

1. The student must request the leave in writing (prior to the expected LOA) and must sign and date a request which states a reason.
2. The applicable School Official must approve and sign the LOA request prior to the start date of the LOA.
3. The reason for the request must provide reasonable assurance that the student will return at the end of the LOA.
4. The school may ask for documentation confirming the reason for the LOA.
5. Acceptable reasons for LOAs include but are not limited to: Medical treatment, death in the immediate family and military obligations. An LOA may not be granted for reasons associated with a student's academic performance.
6. An LOA will not be granted during the first didactic module unless the student requests a reasonable accommodation under the American's with Disabilities Act (ADA).
7. Students must return on the start date of a module with the exception of externship (*students may return from an LOA anytime to begin or complete externship; students do not need to wait for a module start date to return from an LOA when returning to an externship.*)
8. Students may request an extension of an LOA, but the total LOA time must not exceed 120 calendar days within a 12-month period.
9. Students who fail to return on their scheduled LOA return date and/or fail to get an approved extension in advance will be dropped from the program.
10. Upon approval of and during an LOA, the school does not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.

Intent to Return

If a module is unavailable due to unexpected schedule changes, making it necessary for a student to interrupt his/her training, the school may permit a student to remain enrolled if student meets the following requirements:

1. The student must request an Intent to Return by using a Student Status Change Form available from the school.
2. The intent to return may not exceed 45 calendar days from end of the module student ceased attending school.
3. The applicable School Official must approve and sign the Intent to Return request prior to the start date of the period.
4. Intent to Return may be approved only if the school can determine there is reasonable assurance that the student will return on the scheduled returned date.
5. An Intent to Return cannot be granted in a student's first didactic module unless the student requests a reasonable accommodation under the American's with

Disabilities Act (ADA).

6. Upon approval of and during the Intent to Return period, the school does not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.
7. The school must provide an explanation to the student, prior to granting the Intent to Return, regarding the effects that the student's failure to return from an Intent to Return may have on the student's loan repayment terms, including the expiration of the student's grace period.
8. Students must return on a module start date of a module needed for graduation. Exception: Intent to Return does not apply to those students on externship or expected to start externship.
9. Existing Financial Obligations remain in effect during an Intent to Return period.
10. Students who fail to return to class on their scheduled Intent to Return return date are dropped from the program.
11. An Intent to Return may be extended if a written request is received on or prior to the scheduled return date and it does not extend past the 45 calendar days after the end of the module the student ceased attending.

Re-admission Policy

A student who has withdrawn or has been terminated may apply for re-admission by contacting the Director of Education. The school reserves the right to refuse re-admittance based upon the attendance, academic, and conduct history of the student during previous enrollment periods. Students who apply for re-entry into the same program may do so within 18 months from their last date of attendance and will be given credit for any class that was successfully completed. A student re-entering the school over 18 months from their last date of attendance may be required to repeat the entire program.

Satisfactory Academic Progress (SAP)

To be eligible for graduation, a student must successfully complete and pass all modules and achieve a cumulative GPA of 2.0 by the time he/she completes the program. To be considered making satisfactory academic progress (SAP) toward graduation, a student must maintain a minimum cumulative grade point average and progress at a specified rate in order to complete the program within Maximum Time Frame (MTF) equal to 150 percent of the published program length.

Satisfactory Academic Progress is measured according to a SAP evaluation schedule as specified in the Required Completion Rate charts included in this policy. SAP evaluation process and procedures for remediation are outlined in the following section of the policy.

Academic Advisement

Academic advising is provided to students throughout their program, based on individual needs. All Ability to Benefit ("ATB") students are required to attend advising sessions during their program. Students not meeting Satisfactory Academic Progress ("SAP") requirements must attend advising sessions until they improve their academic progress or are withdrawn from the College.

Grading System

UEI College uses the following grading scale:

Percent	Letter Grade	Grade Point Average
90 - 100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
60 - 69	D	1.0
0 - 59	F	0.0

Students who do not achieve a letter grade of "C" or better in any module are considered to have failed that module and must repeat it. When students repeat a failed module, the original grade will be replaced by the new grade which will then be calculated in the cumulative GPA. Until the module is repeated, the "D" or "F" grade will remain in the student's cumulative GPA and will be included in the assessment of Satisfactory Academic Progress (SAP).

TC   Transfer Credit
AF   Attendance Fail
LS   Leave of Absence during module (Attendance in module is less than 25% of scheduled module hours)
L   Leave of Absence during module (Attendance in module is more than 25% of scheduled module hours)
WS   Withdrawn (Attendance in module is less than 25% of Scheduled module hours)
W   Withdrawn (Attendance in module is more than 25% of scheduled module hours)
EW   An early withdrawal is for all new students whose Last Day of Attendance (LDA) falls on or before midnight of the fourteenth (14)

consecutive calendar day from the scheduled start date of the first module, not including school-scheduled breaks (winter, spring, and summer breaks only) and any holidays published in the academic calendar in the catalog.

Required Grades

Students must complete and pass all modules and achieve a cumulative 2.0 grade point average upon completion of the program to be eligible for graduation. To be considered making satisfactory academic progress toward graduation, a student must pass and achieve an overall cumulative grade point average of 2.0 for all successfully completed modules.

Grade Changes and Repeats

Within 48 hours from the last day of a module, a final module grade will be calculated and entered into the electronic student database. Any change to a final module grade must be completed within seven (7) calendar days from the last day of the module. Requests to change a final grade must be reviewed and approved by the Education department within the Irvine Support Team.

A student who fails a module must repeat that module and pass with a minimum grade point average of 2.0. When repeating a module, the highest achieved grade for that module becomes the official grade and is averaged in the cumulative GPA.

Satisfactory Academic Policy

I.   Satisfactory Academic Progress:
To be considered making satisfactory academic progress (SAP) toward graduation, a student must maintain a minimum cumulative grade point average and a minimum rate of completion, which is progress at a specified rate in order to complete the program within Maximum Time Frame (MTF) equal to 150 percent of the published program length. Satisfactory Academic Progress is measured according to a SAP evaluation schedule as specified in the SAP Standards charts included in this policy. The SAP evaluation process and procedures for remediation are outlined in the following section of the policy.

II.   Evaluation of Students' Satisfactory Academic Progress:
For financial aid eligibility purposes, SAP is measured at the end of every financial aid payment period, which usually equates to 4 to 5 consecutive modules, depending on program

length. At each evaluation point, the student's cumulative grade point average (CGPA) and rate of completion are measured. The rate of completion is also cumulative and measures the number of academic credits the student has completed out of the academic credits attempted. The student is also limited to attempting no more than 150% of the program length in academic credits. Also, if at any point it becomes mathematically impossible for the student to complete the program within 150%, the student will become ineligible for additional Title IV and may be withdrawn.

For academic purposes, student progress is monitored at the end of each module. *Students who have failed a module will be advised. Advisements must clearly outline consequences of failing to meet minimum cumulative academic requirements, including repeating a module, delaying externship, and/or delaying graduation, and include an action plan*. Failure to meet the SAP measurement for either CGPA and/or rate of completion will result in the student receiving academic advisement and being placed on a SAP status of FA warning, FA probation, or termination.

The completion charts below contain the SAP standards for CGPA and cumulative rate of completion for each SAP evaluation point.

SAP Standards 8-Modules Program		
SAP Evaluation Schedule	Minimum Rate of Completion	Minimum CGPA
First Evaluation (50%, typically 5 modules)	60%	1.4
Second Evaluation (100%, typically 8 modules)	62.5%	1.75
Maximum Timeframe (150%, typically 12 modules)	67%	2.0

SAP Standards 9-Modules Program		
SAP Evaluation Schedule	Minimum Rate of Completion	Minimum CGPA

First Evaluation (50%, typically 5 modules)	60%	1.4
Second Evaluation (100%, typically 9 modules)	66.7%	1.85
Maximum Timeframe (150%, typically 13 modules)	67%	2.0

All students must have a minimum 2.0 CGPA and a 67% completion rate at the end of the program in in order to graduate.

SAP Sanctions
FA Warning: If a student fails to meet SAP for the first time, the student is formally advised and put on FA Warning through the next SAP evaluation. A student is eligible for an additional disbursement of financial aid while on FA warning status. The student will be notified in writing of this change in SAP status.
SAP Termination: If a student fails to meet SAP by the end of the FA warning or probation period and/or fails to meet the outcomes of the Academic Plan, or reaches a point where it becomes mathematically impossible for the student to complete his or her program within the MTF, the student is no longer eligible for financial aid and may be terminated. The student will be notified in writing of this change in SAP status.
FA Probation: If a student is on FA warning and fails at the next consecutive SAP evaluation, the student is terminated from financial aid, but may appeal and be placed on FA probation through the next SAP evaluation. Students on FA probation remain eligible for financial aid for one payment period. The student will be notified in writing of this change in SAP status.
Conditions for Probation:
1.   Student must appeal to be placed on probation;
2.   An Academic Plan with a specific timeline and expected rate of completion and/or GPA outcomes is required before an appeal may be granted;
3.   In rare instances, the Academic Plan may exceed MTF based on a case by case review. In the event that the Academic Plan exceeds MTF, students are not eligible to receive Title IV.

Appeal Procedure
If a student is determined to not be meeting SAP requirements at the evaluation point after the FA warning status, the student is terminated from financial aid but may appeal the termination status. The student must submit a written appeal to the school within seven (7) calendar days after

being notified of the adverse determination. The appeal must include what caused the student to fail to meet SAP, which must be an extenuating circumstance, such as an illness or accident, and include a description of what has changed/improved going forward that will allow him/her to achieve SAP by the next evaluation point. Students will be notified in writing of the termination status and their right to file an appeal within two business days of the receipt of the notification. If the appeal is granted, the student's financial aid will be reinstated for one additional payment period or for the duration of the Academic Plan, as applicable.

How Different Grades and Statuses Count in the SAP Measurements
Leave of Absence: Actual time taken for an approved Leave of Absence (LOA) and a module in which LOA began will not be included in calculation of pace of completion and maximum time to complete the program.
Withdrawals: A module from which a student withdraws and receives the grade "W" or "WS" will be included as an attempted module in calculation of pace of completion and MTF to complete the program, but will not impact the GPA. The "EW" grade does not have a SAP impact.
Transfer Credits and Repeated Modules: Transfer credits, failed modules, and repeated modules will be counted as attempted in the rate of completion and the MTF. Transfer credits and repeated modules that are successfully completed will be also counted as successfully completed. Transfer credits are not counted towards the CGPA. For repeat courses, the highest achieved grade for that module becomes the official grade and is average in the CGPA.
Incomplete grades are not given at the institution.

Reentry after SAP Termination
The student may appeal to reenter into the same program; such appeals will be   reviewed on a case-by-case basis. An appeal to reenter does not automatically reinstate the student's financial aid eligibility.
If the appeal is approved, the student is allowed to reenter but will return on the same SAP status as the point of withdrawal. The only exception being an approved appeal and placement on FA probation status. Otherwise, the reentry will be without financial aid and the student will be required to make alternative payment arrangements. The student may also have his or her financial aid reinstated by meeting the minimum SAP standards by the next evaluation

point.

Cancellation and Refund Policies

Student Right to Cancel:

California Education Code Section 94919 (d), provides that the student has the right to cancel and obtain a refund of charges paid (excluding the registration fee) through attendance at the first class session, or the seventh day after enrollment, whichever is later. In accordance with California Education Code Section 94919(d), the institution's policy is that all new and re-entry students have the right to cancel the enrollment agreement until midnight of the seventh (7) day from the scheduled start date of the first module not including holidays (but does include weekends and in-service days).

In accordance with California Education Code Section 94919(b), Students shall notify the school in writing of the cancellation of their enrollment agreement ("Notice of Cancellation"). If the Notice of Cancellation is received by mail, it is effective when deposited in the mail properly addressed with postage prepaid. A student may cancel the enrollment agreement in the event the school cancels the program. All monies paid (with the exception of the registration Fee), will be returned to the student within thirty (30) days after either the school receives the applicant's Notice of Cancellation; or if the school cancels this agreement as described below.

A cancellation determination will be made by the institution for new and re-entry students on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module (for re-entry students, it is the first module in which the student is enrolled upon returning to school), not including school-scheduled holidays and school-scheduled breaks (winter, spring, and summer breaks only) based on the following criteria:

1. Violation of the Student Code of Conduct.
2. Unable to obtain proof of high school graduation or equivalent.
3. Incomplete arrangements to fulfill financial obligations.

All new students whose Last Day of Attendance (LDA) falls on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module, not including school-scheduled breaks (winter, spring, and summer breaks only) and any holidays published in the academic calendar in the catalog, will be assigned the status "Early Withdrawal" (EW). The determination date for "EW" will fall on the 14th absence consecutive calendar day from the student's LDA not including school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays, when the "EW" status will be automatically assigned by Electronic Student Database.

Note: Cancellations and Early Withdrawals will result in all charges being reversed with the exception of the registration fee which is non-refundable. The registration fee will be returned to all students who cancel their enrollment within three (3) business days from the date the enrollment agreement was signed at the following locations: Bakersfield, Fresno, Gardena, Riverside and Sacramento. In the event where the school cancels the program, any registration fees paid by the student will be refunded.

Institutional Refund Policy

You have the right to withdraw from a course of instruction at any time.
The institution has the right to withdraw a student after the cancellation period for the following reasons:

1. Not meeting minimum attendance requirements.
2. Not meeting minimum Satisfactory Academic Progress
3. Violation of the Student Code of Conduct.
4. Not returning from Leave of Absence
5. Not having been placed on an externship site within 14 days *(as described in the attendance policy).*
6. An Eligible Career Pathway Program (ECPP) student who fails to participate in the adult education component of the ECPP program for a period of time as determined by the adult education provider.

A student may withdrawal from a program by notifying a campus representative, either in writing or verbally, of their intent to withdrawal.

The Institutional Refund Policy is used to determine the amount of tuition to be refunded to a student who withdraws or is terminated after the first day of class. Refunds are computed from the first date of entrance (commencement of training) to the last date of actual attendance as determined by official attendance records.

When a student withdraws, the institution prorates tuition charges up to 75% of the period of enrollment based on the formula outlined below.

For students who withdraw after attempting 75% of the period of enrollment, the institution will retain 100% of the tuition charges for that period of enrollment. This means that the student will be responsible for 100% of the tuition charges for the enrollment period. The calculation to determine the percentage of tuition to be refunded to the student is as follows:

$$\frac{\text{Scheduled hours in period of enrollment up to student's LDA}}{\text{Total hours in the period of enrollment}} = \text{Percentage of period of enrollment attempted}$$

If percentage of period of enrollment attempted is 75% or more, then 100% of tuition will be retained by the institution. If the percentage is less than 75%, then the following calculation will be applied:

Tuition X Percentage of period enrollment attempted = Tuition Retained by Institution

IF THE AMOUNT THAT YOU PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF THE DATE THE INSTITUTION DETERMINES THAT YOU WITHDREW. IF THE AMOUNT YOU ARE CHARGED IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGMENTS TO PAY THE DIFFERENCE.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining unearned funds received from the federal financial aid program will be returned to the federal financial aid program, and any remaining balance paid to you.

Information regarding any applicable non-Title IV third party funding agency refund or return of funds policies (e.g., Veterans Administration, WIA, etc.) may be obtained by contacting the Director of Student Finance at your campus location.

Return of Title IV Funds

The U.S. Department of Education maintains a "return of Title IV Funds" policy for students who receive Federal financial aid and withdraw from school before completing sixty percent (60%) of the period of enrollment. This policy is separate from the state-approved institutional tuition refund policy described above. The federal policy defines the proportion of Title IV funds that the student is qualified to receive.
The federal policy for "return of title IV Funds" defines that a student who has attended up

through the sixty percent (60%) point in each period of enrollment has fully earned the Title IV funds for the period of enrollment. For a student who has attended less than the sixty-one percent (61%) point, the percentage of the Title IV funds earned is calculated by the following ratio:

$$\frac{\text{Number of calendar days elapsed* from start date of the enrollment period to the last date attended}}{\text{Number of calendar days in the period of enrollment}} = \text{Percentage of Title IV Funds Earned**}$$

This ratio is multiplied by the federal financial aid disbursed plus the amount that could have been disbursed to equal the Title IV funds earned. Total disbursed minus earned equals the federal funds that must be returned to the funding program
*Presuming the student attended sixty (60%) percent of all scheduled classes. If the student attended less than sixty (60%) percent of all scheduled classes, "elapsed time" is not applied, actual hours are applied.
** Rounded to the nearest whole number
To comply with the Higher Education Reconciliation Act of 2005, the institution will return unearned federal student aid funds for which it is responsible no later than 45 days after the date the institution determines that the student has withdrawn from school.
Order of Refund
The school will calculate the amount of financial aid earned up to the last date of attendance using a formula mandated by the U.S. Department of Education. If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate "Title IV" program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other "Title IV" loan or grant assistance

Withdrawal Date:
The withdrawal date for a student who officially or unofficially withdraws from school is the student's last date of attendance. The withdrawal date for a student who fails to return from a leave of

absence (LOA) is the last date of attendance prior to the start of the LOA.

Date of Determination (DOD)
The DOD is the date used to determine the timeliness of the return of unearned title IV funds. The DOD is the earliest of the following three (3) dates:
1. Date the student provides official notification of intent to withdraw;
2. The date the student failed to comply with one of the school's published attendance/academic policies;
3. 14 calendar days from the student's last date of attendance.

Course and Program Changes

UEI College has the right, at its discretion, to make reasonable changes in program content, materials and equipment as it deems necessary in the interest of improving the students' educational experience. UEI College reserves the right to make changes in organizational structure, policies and procedures as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. When ongoing federal, state, or accreditation changes occur which affect students currently in attendance, UEI College is required to make appropriate changes.

Student Services

Student Academic Advisement
UEI College's faculty and staff are available to advise students on academic problems, and, if necessary, provide referral to counseling and information on housing, transportation, child care, or additional services when required. Professional and academic development workshops are available to any student who wishes assistance in areas such as relevant coping skills, study skills, test taking, time management and support and motivation while attending. Please contact the Director of Education for information on academic advisement, counseling referrals, and professional and academic development.

Career Services

The school maintains a policy of providing job placement assistance for all of its graduates. No school can ethically promise or guarantee a job. However, UEI College does provide assistance with resume writing, interviewing techniques, job-search skills, arranging appointments for job interviews and subsequent follow-up. Please contact the Director of Career Services for additional information on job placement services.

Academic Coaching and Tutoring Support

UEI College instructional staff is available to assist students with academic coaching and additional tutoring to support student success. Students are encouraged to contact the Director of Education to schedule coaching or tutoring appointments.

Student Appreciation and Recognition

UEI College believes that student success is our success, and we support the acknowledgement and recognition of our outstanding students. Students may aspire to be recognized at their school for perfect attendance, high academic achievement, serving as a Student Mentor or School Ambassador, and additional awards and recognition. Please contact the Director of Education for information on student appreciation and recognition.

Student Mentoring
UEI College provides student mentoring to support new students to assimilate into the school and their program. Student mentors are selected based on their leadership, attitude, attendance, grades and overall school performance. Please contact the Director of Education for additional information on student mentoring programs.

Learning Resources
Based on course offerings, campuses provide ample reference materials required to complete assignments for each program curricula. Resources include access to Internet and printing along with various periodicals, videos/ DVDs and volumes housed on campus. Access to the learning resource center is between the hours 8am - 8pm Monday through Friday (hours vary by campus). Online library resource is available 24/7.

Attendance and Leaves of Absence
UEI College maintains policies related to attendance monitoring and leaves of absence (LOA). The school regularly monitors student attendance and notifies students of their attendance progress in each module. For detailed information regarding attendance requirements

and LOAs please refer to the Attendance Policy section and Leave of Absence section of this catalog. Students with questions regarding attendance or LOAs should contact the Director of Education.

Student Complaint/Grievance Procedure

Students are encouraged to bring any complaints or grievances to the attention of their instructor, if appropriate. If the instructor is not successful in resolving the issue, the instructor will notify the Director of Education. The Director of Education will investigate and assess the issue and make a resolution, notifying the Executive Director/Campus President. If the issue cannot be resolved by the Director of Education, the Executive Director/Campus President is contacted.

If the determination made by the Executive Director/Campus President is not satisfactory to the student, the student may make an appeal in writing to the company's Complaint Hotline, "The Answer Program", send an email to: Answerprogram@iecglobal.com or call toll free (866) 591-8588. The appropriate individual in the Irvine Support Team will be assigned to the concern immediately and will contact the student to discuss the situation.

Answer Program
International Education Corporation
16485 Laguna Canyon Road, Suite 300
Irvine, California 92618

In the event the complaint or concern has not been resolved at the school level or by the Company's Answer Program: A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education (BPPE) by calling the Bureau at (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov
A student may contact the Bureau with any grievance prior to an internal grievance procedure.
Additionally, a student may consider contacting the school's accrediting agency as follows:

For ACCET-accredited schools:
A student may consider contacting the Accrediting Council for Continuing Education and Training (ACCET):

CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N. Street N.W., Washington, D.C., 20036, Phone (202) 955-1113.

Email: complaints@accet.org
Website: www.accet.org
For ACCSC-accredited schools:
If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Executive Director/Campus President or online at www.accsc.org.

GED Referral Program
Currently UEI College does not offer any GED courses. However, for the benefit of students who do not have a high school diploma or GED, the school provides a referral service on the available GED programs near the campus.

Student Record Retention
UEI College will maintain student records for each student, whether or not the student completes the educational service, for a period ending five (5) years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). Student transcripts will be maintained indefinitely.

Family Educational Rights and Privacy Act of 1974, As Amended

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law that protects student information and affords eligible students the following rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

2. The right to request the amendment of education records the student believes are

inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

An "eligible student" under FERPA is a student who is 18 years of age or older who attends a postsecondary institution. Please find a more detailed discussion of each of these rights and guidance regarding the manner in which they may be exercised below.

1. **The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.**

With certain exceptions, an "education record" is defined under FERPA as any record (1) from which a student can be personally identified and (2) that is maintained by the institution.

A student wishing to inspect his or her education records should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school 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 Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

To question the accuracy of education records, students should first informally confer with the custodian or originator of the record at issue. A student who then wishes to ask the school to amend a record should write the official responsible for the record, clearly identifying the part of the record that he or she believes should be amended and the basis for why it should be amended.

If the school decides not to amend the record, it will notify the student in writing of the decision and the student's right to a hearing with school officials regarding the request for amendment.

Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

Note: The preceding procedure shall not be available to challenge the validity of a grade or score given by an instructor or any other decision by an instructor or official, but only whether the recording of such grade or decision is accurate or complete.

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

Students may consent to their school disclosing PII from the student's education record to a third party. This consent must be made to the Registrar, in writing, signed and dated by the student, and must (1) specify the records to be disclosed, (2) state the purpose of the disclosure, (3) and identify the party to whom the disclosure is to be made. This release requirement is applicable to disclosures to parents or other family members who inquire about a student's education record.

There are instances in which a school is permitted to disclose a student's education records without a student's prior written consent. In accordance and subject to all FERPA requirements, our school may disclose education records without a student's prior written consent as follows:

• To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.

• To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.

• 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.

• 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.

• Information the school has designated as "directory information."

• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. 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 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.

As stated above, FERPA permits institutions, within established guidelines, to disclose "directory information" without a student's prior written consent. This provision enables institutions to provide beneficial services to students such as verifying enrollment for insurance purposes, verifying diplomas earned for employment purposes, providing basic contact information so that students may contact each other, and so on. Our school has identified the following items as directory information:

> • Name, address, telephone number, and e-mail address
> • Date and place of birth
> • Enrollment status
> • Dates of attendance and graduation
> • Field of study
> • Diploma/Degree received

Students may request that directory information not be released. To request restriction of directory information, a request must be made. Please contact the campus Registrar or a Student Finance representative who will assist with this process.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.**

Students wishing to file complaints relating to FERPA matters may submit such complaints to the following office of the U.S. Department of Education that administers FERPA: Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605 Phone: 202-260-3887

In addition, our school encourages students to file any such complaints or concerns with our school pursuant to the Student Complaint/Grievance Procedure located in our School Catalog.

Students with questions regarding their rights pursuant to FERPA, or desiring additional guidance concerning the appropriate manner in which to exercise such rights at their school, can contact the Executive Director/Campus President.

Crime Awareness and Campus Security

Annually, UEI College publishes a Campus Security Disclosure that contains detailed information regarding crime statistics for each campus. Additionally, the school distributes pertinent information related to the school's policies and procedures for maintaining campus security. This report provides the student with detailed information regarding the school's procedures and measures for crime prevention and instructions for reporting crimes.

Students are responsible for their own security and safety and must be considerate of the security and safety of others. The school is not responsible for any student's personal belongings that are lost, stolen or damaged on campus, in parking lots, at externship sites, or during any school activities.

Housing
The institution **has no responsibility to find or assist a student in finding housing** does not offer any dormitory facilities nor does it offer any assistance locating off-site housing; however,

ample housing options are available near all campuses. Per the California Student Aid Commission statistics for 2019-2020, average housing costs are $1,145.00 per month.

UEI College campuses included in this Catalog offer the following programs. Not all programs are offered at all locations.

Campus and Program Chart

	Automotive (AUTO)	Business Office Administration (BOA)	Criminal Justice (CJ)	Computer System Technician (CST)	Electrician Technician	Medical Assistant (MA)	Medical Billing & Insurance Coding (MBIC)	Medical Office Specialist (MOS)	Dental Assistant (DA)	Pharmacy Technician (PT)	Heating, Ventilation and Air Conditioning (HVAC)	Welding	DA-CP12 – Coronal Polishing	DA-PF16 – Pit and Fissure Sealants	DA-RX32 –Radiation Safety	Infection Control
Anaheim		X	X	X[1]		X	X		X		X					
Bakersfield	X	X	X	X[1]		X	X		X	X	X		X[1]	X[1]	X[1]	X[1]
Chula Vista	X	X	X	X[1]		X		X	X		X					
Encino		X	X	X[1]		X	X		X	X	X					
Fresno		X	X	X[1]		X	X[1]		X	X	X		X[1]	X[1]	X[1]	X[1]
Gardena	X	X	X	X[1]		X	X		X	X	X	X				
Huntington Park		X	X			X		X	X		X					
Ontario		X	X	X[1]		X		X	X		X					
Riverside		X	X[1]	X[1]		X	X		X	X	X					
San Marcos		X	X	X[1]		X		X	X	X	X					
Sacramento	X					X	X		X		X					
Stockton		X	X[1]	X[1]		X		X	X		X					
West Covina	X	X	X	X[1]	X	X	X		X	X	X					

X[1]= Currently not enrolling
X= Currently Offering

Automotive Technician
Diploma

Instructional Weeks: 36
Normal Time to Complete: 40

Program Objective

The Auto Technician diploma program prepares students to successfully enter the workforce in an entry-level position in automotive maintenance and repair. It consists of a well-balanced comprehensive program that combines the theoretical aspects of automotive diagnostics with direct hands-on practical training in repair procedures in a shop environment. The program introduces students to basic and advanced automotive technology including engine theory, fuel systems, fuel injection theory, electrical diagnosis, ignition systems, carburetor repair, tune-up and onboard-computerized engine control. The program also provides instruction in brakes, heating and air-conditioning, manual and automatic transmissions, and front-end alignment. Particular emphasis is placed on hybrid drive systems and emerging auto technologies. Students will gain professional skills such as understanding instructions, communicating effectively, and completion of basic automotive diagnostic, repair and safety procedures.

The program is 36 weeks long and consists of nine modules. Each module is 80 hours and is conducted in both a classroom and shop environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience can be conducted in a shop environment.

Career Outcomes (SOC Codes: 49-3023.01, 49-2096.00)

This program prepares students for entry-level positions, such as Dealer Auto Service Technician, Independent Shop Auto Technician, Service Writer, Retail Parts Associate, Parts Specialist, Performance Engine and Suspension Tuning, Alternative Fuels Technician, and Preventive Maintenance Technician.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
AT 110	Engine Theory and Systems	80	4.0
AT 120	Electrical Theory and Diagnosis	80	4.0
AT 130	Engine Performance and Ignition Systems	80	4.0
AT 140	Fuel Systems and Emission Control	80	4.0
AT 150	Steering, Suspension and Passenger Comfort	80	4.0
AT 160	Brake Systems	80	4.0
AT 170	Manual Transmissions	80	4.0
AT 180	Automatic Transmissions	80	4.0
AT 190	Preventative Maintenance and Hybrid Technology	80	4.0
	Totals	**720 Clock Hours**	**36 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.

Business Office Administration

Business Office Administration
Diploma

Instructional Weeks: 36
Normal Time to Complete: 43

Program Objectives

Upon completion of this program, students will be prepared for an entry-level office administration position in a typical business environment. Students are trained to fully utilize computer software such as Microsoft Word, Excel, Outlook, PowerPoint, Publisher, QuickBooks, and Access along with gaining a basic understanding of Marketing and Human Resources, Customer Service, and thorough knowledge of Communication, Organization and Accounting skills.

The program is 36 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 250 hours of on-the-job training at an approved extern employment site in the community.

Career Outcomes (SOC Codes: 43-9061.00, 43-9022.00)

This program prepares students for positions such as Administrative Assistant, Customer Service Representative, Word Processor, Data Entry Operator, Secretary and Human Resource Assistant.

Program Outlines:

ACCET[1] Accredited Campuses			
Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
BA 110	Accounting Principles	80	4
BA 120	Business Calculations	80	4
BA 130	Business Basics	80	4
BA 140	Marketing	80	4
BA 150	Office Administration	80	4
BA 160	Human Resources	80	4
BA 170	Communications	80	4
BA 190	Externship	250	5.55
Totals	Clock Hours/Semester Credits	810	33.54

ACCSC[2] Accredited Campuses			
Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
BA 110	Accounting Principles	80	4
BA 120	Business Calculations	80	4
BA 130	Business Basics	80	4
BA 140	Marketing	80	4
BA 150	Office Administration	80	4
BA 160	Human Resources	80	4
BA 170	Communications	80	4
BA 190	Externship	250	5.50
Totals	Clock Hours/Semester Credits	810	33.50

[1] ACCET campuses: Anaheim, Chula Vista, West Covina, Huntington Park, Ontario, San Marcos, Stockton & Encino
[2] ACCSC campuses: Bakersfield, Fresno, Gardena, Riverside & Sacramento
[3] An additional 80 hours of outside work is assigned for each didactic module

Computer Systems Technician

Computer Systems Technician
Diploma

Instructional Weeks: 34
Normal Time to Complete: 42

Program Objective

Upon completion of this program, students will be prepared for an entry-level computer technology position with emphasis in computer networking and systems maintenance. Students are trained to install, build, configure, upgrade, troubleshoot and repair computer hardware and software.

The program is 34 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community.

Career Outcomes (SOC Codes: 49-2011.00, 49-2094.00)

This program prepares students for positions such as Field Technician, Help Desk Support, Network System Technician, Technical Support, PC Support and Maintenance, Computer Sales and Marketing and Quality Assurance Technician.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
CT 110	A+ Essentials	80	4.0
CT 120	A+ Practical Applications	80	4.0
CT 130	Linux and Windows	80	4.0
CT 140	Applied Networking	80	4.0
CT 150	Client Operating Systems	80	4.0
CT 160	Server Operating Systems[2]	80	4.0
CT 170	MS Office Support	80	4.0
CT 190	Externship	200	4.0
	Totals	**760 Clock Hours**	**32.0** Semester Credit Units

[1]An additional 80 hours of outside work is assigned for each didactic module.
[2]Prerequisite for Module 160: at least one of following modules: CT 110, 120, 130, 140, 150, 170

Criminal Justice

Criminal Justice
Diploma

Instructional Weeks: 36
Normal Time to Complete: 40

Program Objective

The objective of the Criminal Justice diploma program is to prepare students to successfully enter the workforce in a variety of entry-level positions in the field of criminal justice and/or security. Upon completion of the program students will have a thorough understanding of the legal system in the U.S., as well as a solid grounding in the operational expectations and standards found in various law enforcement and security agencies. Graduates will be proficient with many of the technical skills commonly utilized in the criminal justice environment as well as developing the professional demeanor and workplace behaviors expected of entry-level employees.

The program is 36 weeks long and consists of nine modules. Each module is 80 hours and is conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience will be conducted in a lab setting.

Career Outcomes (SOC Code: 25-1111.00, 33-3052.00)

This program prepares students to successfully enter the workforce in a variety of entry-level positions, such as Security Officer, Hotel/Retail Loss Prevention, Emergency Dispatcher, Private Investigator Employee, and Store Detective/Retail Security.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
CJ 110	Justice and Security	80	4.0
CJ 120	Corrections	80	4.0
CJ 130	Crime Scene Technology	80	4.0
CJ 140	Investigations and Surveillance	80	4.0
CJ 150	Legal Studies for Justice and Security	80	4.0
CJ 160	Homeland Security and Terrorism	80	4.0
CJ 170	Criminology	80	4.0
CJ 180	Gangs and Drugs	80	4.0
CJ 190	Communications for Justice and Security	80	4.0
Totals		**720 Clock Hours**	**36.0** Semester Credit Units

[1]An additional 80 hours of outside work is assigned for each didactic module.

Dental Assistant

Dental Assistant
Diploma

Instructional Weeks: 34
Normal Time to Complete: 40

Program Objective

Students are trained in clinical, radiographic and preventive dentistry procedures. The program is 34 weeks long and consists of eight modules. The first seven modules are 90 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 170 hours of on-the-job training at an approved extern employment site in the community. Dental Assistant classes have a maximum student teacher ratio of 14:1 for lab classes.

 **For pre-clinical and clinical procedures, the maximum student teacher ratio is 6:1.

Career Outcomes (SOC Code: 31-9091.00)

This program prepares students for an entry-level dental assisting position. Graduates can work in dental offices, dental supply manufacturers, hospital dental departments and insurance companies.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
DA 110[2]	Dental Science/Medical Emergencies	90	4.5
DA 120	Chairside Assisting	90	4.5
DA 130	Radiography	90	4.5
DA 140	Dental Material	90	4.5
DA 150	Preventative Dentistry	90	4.5
DA 160	Dental Specialties	90	4.5
DA 170	Prosthodontics/Administrative Assistant	90	4.5
DA 190	Externship	170	3.5
	Totals	**800 Clock Hours**	**35.0** Semester Credit Units

[1]An additional 90 hours of outside work is assigned for each didactic module.

[2]All students must begin the program in Module DA 110.

** Applies only to programs approved by the Dental Board of California.

Electrician Technician

Electrician Technician
Diploma

Instructional Weeks: 36
Normal Time to Complete: 40

Program Objective

The Electrician Technician program offers an industry recognized curriculum providing the basic knowledge and skills in applied electrical theory; residential, commercial, and industrial wiring; blueprint reading; estimating; and building codes, motor controls, Programmable Logic controls, Low voltage application and solar and Photovoltaic systems. Proper safety practices in the use of test equipment and hand and power tools are also stressed. Students gain valuable on-site electrical experience through wiring mock stations simulating real life experience.

The program is 36 weeks long and consists of nine modules. Each module is 80 hours and is conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience will be conducted in a lab setting.

Students receive an Electrician Training Card after enrolling in the program which allows them to work in the electrical field under supervision, as per Department of Industrial Relations (DIR) regulations.

Career Outcomes* (SOC Code 47-2111.00, 49-2098.00)

This program prepares students for entry-level positions, such as electricians and security and fire alarm systems installers. With a career in this field, students can work for electric utility companies, electrical material sales, electrical contractors, warehouses, building maintenance, installation, and electrical part houses.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
EL 110[2]	Basic Safety	80	3.5
EL 120[2]	Introduction to Electrical Theory	80	3.5
EL 130[2]	Flexible Cables/Conduit Bending and Raceways	80	3.5
EL 140	Residential Applications	80	3.5
EL 150	Commercial Applications	80	3.5
EL 160	Low Voltage Applications	80	3.5
EL 170	Motor and Industrial Motor Controls	80	3.5
EL 180	Programmable Logic Controls	80	3.5
EL 190	Solar Electric Applications	80	3.5
	Totals	**720 Clock Hours**	**31.5 Semester Credit Units**

[1]An additional 60 hours of outside work is assigned for each didactic module.
[2]All students must complete modules EL 110, EL 120, and EL 130 before entering any other module.
*Graduates with adverse driving records or prior criminal background convictions, including driving under the influence, may have difficulty finding employment in the field.

Medical Assistant

Medical Assistant
Diploma

Instructional Weeks: 36
Normal Time to Complete: 43

Program Objective

Upon completion of this program, students will be prepared for an entry-level position as a front or back office medical assistant in the health care industry. Students are trained in basic medical procedures for both the front and back office in clinics, hospitals and doctor's offices.

The program is 36 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 250 hours of on-the-job training at an approved extern employment site in the community.

Career Outcomes (SOC Code: 31-9092.00)

This program prepares students for positions such as Medical Assistant, Clinical Assistant, Medical Records, Medical Lab Assistant, or Medical Administrative Assistant.

Program Outlines:

ACCET[1] Accredited Campuses			
Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
MA 110	Administrative Medical Assisting Duties	80	4
MA 120	Introduction to Anatomy & Physiology	80	4
MA 130	Office Environmental Safety, Infection Control and Laboratory	80	4
MA 140	Psychology and Special Senses	80	4
MA 150	Medical Management	80	4
MA 160	Clinical Medical Assisting Duties	80	4
MA 170	Pharmacology and Office Emergencies	80	4
MA 190	Externship	250	5.55
Totals	Clock Hours/Semester Credits	810	33.54

ACCSC[2] Accredited Campuses			
Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
MA 110	Administrative Medical Assisting Duties	80	4
MA 120	Introduction to Anatomy & Physiology	80	4
MA 130	Office Environmental Safety, Infection Control and Laboratory	80	4
MA 140	Psychology and Special Senses	80	4
MA 150	Medical Management	80	4
MA 160	Clinical Medical Assisting Duties	80	4
MA 170	Pharmacology and Office Emergencies	80	4
MA 190	Externship	250	5.50
Totals	Clock Hours/Semester Credits	810	33.50

[1] ACCET campuses: Anaheim, Chula Vista, West Covina, Huntington Park, Ontario, San Marcos, Stockton & Encino
[2] ACCSC campuses: Bakersfield, Fresno, Gardena, Riverside & Sacramento
[3] An additional 80 hours of outside work is assigned for each didactic module.

Course Descriptions

Medical Billing and Insurance Coding Diploma

Instructional Weeks: 36
Normal Time to Complete: 43

Program Objective

Upon completion of this program, students will be prepared for an entry-level medical billing or coding position in the health care industry. Positions are available in clinics, hospitals and private practices. Students are trained to code medical procedures and diagnoses, complete insurance claim forms and assess patient records for claims reimbursement.

The program is 36 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 250 hours of on-the-job training at an approved extern employment site in the community.

Career Outcomes (SOC Code: 29-2071.00)

This program prepares students for positions such as Hospital Medical Billing and Coding, Medical Office Billing and Coding, Claims Examiner, Insurance Company Reviewer, Clinic Billing and Coding, or Medical Insurance Claims Processor.

Program Outlines:

ACCET[1] Accredited Campuses

Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
MB 110	Insurance Billing	80	4
MB 120	Insurance Coding Principles	80	4
MB 130	Medical Law and Ethics	80	4
MB 140	Documentation and Records	80	4
MB 150	Medical Billing & Collections	80	4
MB 160	Insurance Practices	80	4
MB 170	Medical Office Procedures	80	4
MB 190	Externship	250	5.55
Totals	Clock Hours/Semester Credits	810	33.54

ACCSC[2] Accredited Campuses

Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
MB 110	Insurance Billing	80	4
MB 120	Insurance Coding Principles	80	4
MB 130	Medical Law and Ethics	80	4
MB 140	Documentation and Records	80	4
MB 150	Medical Billing & Collections	80	4
MB 160	Insurance Practices	80	4
MB 170	Medical Office Procedures	80	4
MB 190	Externship	250	5.50
Totals	Clock Hours/Semester Credits	810	33.50

[1] ACCET campuses: Anaheim, Chula Vista, West Covina, Huntington Park, Ontario, San Marcos, Stockton & Encino
[2] ACCSC campuses: Bakersfield, Fresno, Gardena, Riverside & Sacramento
[3] An additional 80 hours of outside work is assigned for each didactic module

Medical Office Specialist
Diploma

Instructional Weeks: 36
Normal Time to Complete: 41

Program Objective

Upon completion of this program, students will be prepared for an entry-level position as a medical office specialist, administrative medical assistant, electronic health record specialist, medical records technician, and medical secretary. Students are trained in the health care fundamentals, including infection control, vital signs, patient rights, federal and state regulations, and emergency procedures, including CPR. Students are trained in the office management tasks, insurance processing, coding and billing, bookkeeping, information processing, and medical records management. Students are trained in medical administrative procedures for ambulatory care facilities, medical clinics, dental offices, and hospitals. Anatomy, physiology, pathology, medication terminology professionalism, computer skills, and career development activities are integrated throughout the program.

The program is 36 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in a practicum consisting of 250 hours of on-the-job training at an approved ambulatory care or hospital facilities in the community.

Career Outcomes (SOC Code: 43-6013.00)

This program prepares students for positions such as Medical Secretary, Administrative Medical Assistant, Electronic Health Record Specialist, Medical Records Technician, Medical & Dental Biller, and Medical Administrative Specialist.

Program Outline:

Module

Course Number	Course Title	Clock Hours[1]	Semester Credit Units
MOS 110	Health Care Fundamentals	80	4.0
MOS 120	Medical Record Management	80	4.0
MOS 130	Medical Office Reception	80	4.0
MOS 140	Dental Office Procedures	80	4.0
MOS 150	Medical Insurance	80	4.0
MOS 160	Medical Office Finance	80	4.0
MOS 170	Office Management and Emergency Procedures	80	4.0
MOS 190	Externship	250	5.55
	Totals	**810 Clock Hours**	**33.54 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module

Pharmacy Technician

Pharmacy Technician
Diploma

Instructional Weeks: 36
Normal Time to Complete: 42

Program Objective

Upon completion of this program, students will be prepared for an entry-level pharmacy technician position in the health care industry. Positions are available in Retail Pharmacies, Hospital Pharmacies, and any Pharmaceutical Business. Students are trained in dosages and solution preparations, medication preparation in sterile and non-sterile environments, record keeping functions associated with dispensing pharmaceuticals and processing insurance claims, and maintaining drug inventory.

The program is 36 weeks long and consists of nine modules. The first eight modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The ninth module is spent in an externship consisting of 120 hours of on-the-job training at an approved extern employment site in the community.

Career Outcomes (SOC Code: 29-2052.00)

This program prepares students for positions such as Retail Pharmacy Technician, Hospital Inpatient Pharmacy Technician, Closed Door Pharmacy Technician, Hospital Outpatient Pharmacy Technician, Mail Order Pharmacy Technician, Home Health Care Pharmacy Technician, Purchasing Inventory Technician, or Customer Service Clerk. The State of California requires all Pharmacy Technicians be licensed with the State. Licensing includes fingerprinting and a criminal background check. The California State Board of Pharmacy may take up to 45 days to process Pharmacy Technician applications.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
PT 110	Sterile Preparations	80	4.0
PT 120	Internal Medicine	80	4.0
PT 130	Pharmacy Law	80	4.0
PT 140	Pharmacology and Compounding	80	4.0
PT 150	Hospital Pharmacy Procedures	80	4.0
PT 160	Retail Pharmacy Procedures	80	4.0
PT 170	Retail Pharmacy Operations	80	4.0
PT 180	Health Insurance & Billing	80	4.0
PT 190	Externship	120	2.5
	Totals	**760 Clock Hours**	**34.5 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.

Heating, Ventilation and Air Conditioning Diploma

Instructional Weeks: 36
Normal Time to Complete: 40

Program Objective

The objective of this program is to provide students with the knowledge and technical skills necessary to pursue entry-level employment in the heating, ventilation and air conditioning field, which includes selling, installing and maintaining residential equipment. The program is designed to provide students with instructions and hands-on training in areas such as: installation, maintenance, repair, troubleshooting and basic design of refrigeration heating and air conditioning systems along with a focus on service operations. The curriculum includes hands-on lab simulations to help prepare students for field service work typically performed by installation technicians, shop service technicians, repair technicians, and apprentice mechanics. The 9-month HVAC program includes preparation for two important certifications for HVAC professionals: (1) EPA Section 608 Certification for Stationary Air Conditioning and Refrigeration and (2) Universal R-410A Safety Training & Certification. The R-410A certification is not a program completion requirement, but is strongly encouraged.

Career Outcomes: (SOC Codes: 49-9021.01, 49-9021.02)
This program prepares students for entry-level positions, such as heating, ventilation, air conditioning, refrigeration, and preventive maintenance technicians.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
HVC 130	Basic Electricity, Motors and HVAC Controls	80	3.5
HVC 135	Basic Refrigeration Theory and Application	80	3.5
HVC 140	Air Conditioning, Troubleshooting and Heat Pump Systems	80	3.5
HVC 145	Heating Systems and Boilers	80	3.5
HVC 150	Duct Design, Blueprint Reading and Load Calculation	80	3.5
HVC 155	Commercial Refrigeration Systems	80	3.5
HVC 160	Specialized Commercial Equipment and Green Awareness	80	3.5
HVC 165	Regulation and Building Automation	80	3.5
HVC 170	Electrical and Mechanical Troubleshooting	80	3.5
	Totals	**720 Clock Hours**	**31.5 Semester Credit Units**

[1]An additional 60 hours of outside work is assigned for each didactic module.

Course Descriptions

Welding
Diploma

Instructional Weeks: 36
Normal Time to Complete: 40

Program Objective

The welding program provides students with training in various processes and fabrication skills including Oxy-acetylene cutting, A/C D/C Shielded Arc welding, gouging (STICK), Gas Metal Arc welding (MIG), Flux Core welding, Tungsten Gas inert welding (TIG) and pipe welding. The content includes, but is not limited to, communication skills, human relations, employability skills, safe and efficient work practices, blueprints reading, identifying metals and basic shop skills.

Lab activities are an integral part of this program and provide instruction in the various processes and fabrication skills, including torch cutting, arc welding, MIG welding, flux core welding, TIG welding, pipe welding, and certification test preparation, use of current industry standards, practices and techniques. This program involve a combination of hands-on lab work and related classroom instructions. While not required for employment, students will be able to achieve OSHA 10 safety training and CPR First Aid training.

The program is 36 weeks long and consists of nine modules. Each module is 80 hours and is conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience will be conducted in a lab setting.

Career Outcomes* (SOC Codes 51-4122.00, 51-4121.00, 51-4121.06, 51-4121.07)

The Welding program prepares the student for entry-level positions, such as welders, solders, brazing and machine setters, operators, cutters, welder fitters and tenders.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
WD 110[2]	Welding Principles and Safety	80	3.5
WD 120[2]	Welding Design and Fabrication	80	3.5
WD 130	Introduction to Gas Metal Arc Welding	80	3.5
WD 140	Introduction to Shielded Metal Arc Welding	80	3.5
WD 150	Flux Core Arc Welding	80	3.5
WD 160	Gas Tungsten Arc Welding	80	3.5
WD 170	Intermediate Gas Metal Arc Welding	80	3.5
WD 180	Intermediate Shielded Metal Arc Welding	80	3.5
WD 190	Pipe Welding and Metal Fabrication	80	3.5
	Totals	**720 Clock Hours**	**31.5 Semester Credit Units**

[1]An additional 60 hours of outside work is assigned for each didactic module.
[2]All students must complete modules WD 110 and WD 120 before entering any other module.
*Graduates with adverse driving records or prior criminal background convictions, including driving under the influence, may have difficulty finding employment in the field.

DA-CP12 – Coronal Polishing

Course Description:
In this course students will be required to complete coronal polishing in a laboratory and clinical setting following the Boards minimum standards of infection control. The student will complete three typodont experiences and three clinical experiences with the last two clinical experiences utilized for the clinical examination. Coronal polishing theory and procedures are taught, a hands-on procedure in which plaque and stains on the surfaces of the teeth are removed from the coronal surfaces of the teeth. Completion of Coronal Polishing requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license. Upon completion of the course, the student will receive a Certificate of Completion. This course is not vocational in nature and does not lead to initial employment.

Prerequisite:
Each student must possess the necessary requirements for application for RDA licensure or currently possess an RDA license. Each student must satisfactorily demonstrate to the instructor clinical competency in infection control requirements prior to clinical instruction in coronal polishing.

Course Length:
12 clock hours
(4 lecture, 4 laboratory and 4 clinical)

Student Learning Objectives:
Upon completion of this module, students will be able to:

- Describe the differences between coronal polishing and a prophylaxis.
- Demonstrate an understanding of preventative dentistry and the role of the dental assistant
- Coronal Polishing Basics
    - ➤ Legal requirements
    - ➤ Description and goals of coronal polishing
    - ➤ Indications and contraindications of coronal polishing
    - ➤ Criteria for an acceptable coronal polish
    - ➤ Principles of plaque and stain formation
    - ➤ Clinical description of plaque, intrinsic and extrinsic stains, and calculus
    - ➤ Etiology of plaque and stain
    - ➤ Clinical description of teeth that have been properly polished and are free of stain

DA-PF16 – Pit and Fissure Sealants

Course Description:
Pit and Fissure theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed Registered Dental Assistant using a caries detection device. Completion of Pit and Fissure Sealant requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license. The student will complete 5 Pit and Fissure typodont teeth during laboratory, and 4 clinical patients that have a minimum of 4 virgin, non-restored, natural teeth, sufficiently erupted so that a dry field can be maintained. In addition, each patient will have a minimum of 1 tooth in all four 4 quadrants. 1 of the 4 patients completed must have at least one 1 upper and one 1 lower molar. Upon completion of the course, the student will receive a Certificate of Completion. This course is not vocational in nature and does not lead to initial employment.

Prerequisite:
Each student must possess the necessary requirements for application for RDA licensure or currently possess an RDA license. Each student must have already completed a Board-approved course in coronal polishing.

Course Length:
16 clock hours
(4 lecture, 4 laboratory and 8 clinical)

Student Learning Objectives:
Upon completion of this module, students will be able to:

- Examine dental sealants, including the clinical indications and contraindications for dental sealants and the rationales for filled and unfilled sealant materials.

DA-RX32 – Radiation Safety

Course Description:
The following short course is not vocational in nature and does not lead to initial employment and does not provide credit toward any vocational program offered at the school. This is a certification course and upon completion, the student will receive a Certificate of Completion. This course is not vocational in nature and does not lead to initial employment.

Program Objective:
This course introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Hands-on care of film, equipment, and related infection control steps during film exposure. Students will learn the parts of an x-ray machine, the properties of x-radiation and factors that affect the density and contrast of an x-ray. Hands-on experience is given in radiographic techniques and processing of x-rays including basic principles of intraoral radiography. Students are also introduced to digital radiography.

Prerequisite:
- Infection Control/CPR/BLS
- Each student must satisfactorily demonstrate to the instructor clinical competency in infection control requirements prior to clinical instruction in Radiation Safety. Show proof of having taken a board approved infection control course.

Course Length:
4 Days
32 Clock Hours (12 Lecture hours, 12 Lab Hours, 8 Clinical hours)

Infection Control

Course Description:
The following short course is not vocational in nature and does not lead to initial employment and does not provide credit toward any vocational program offered at the school. This is a certification course and upon completion, the student will receive a Certificate of Completion. This course is not vocational in nature and does not lead to initial employment.

Program Objective:
In this course students will learn infection control protocols in a laboratory and clinical setting following the Cal/OSHA, Cal/DOSH and the Dental Board of California minimum standards of infection control. The student will demonstrate each laboratory and clinical competency three times with the last laboratory and clinical experience utilized for the clinical examination.

Prerequisite:
None

Course Length:
1 Day
8 Clock Hours (Lecture 4 hours, Lab 2 Hours, Clinical 2 hours)

Course Descriptions

Diploma Course Numbering
Courses are listed using the following numbering system:

AT	Automotive Technician courses
BA	Business Office Administration courses
CJ	Criminal Justice courses
CT	Computer Systems Technician courses
DA	Dental Assistant courses
MA	Medical Assistant courses
MB	Medical Billing & Insurance Coding courses
MOS	Medical Office Specialist
PT	Pharmacy Technician courses

100—199..........First level courses
Legend for breakdown of hours: 00/00 lec/lab/extern
Lec: lecture hours; Lab: laboratory hours; Extern: Externship hours

Course Descriptions
Automotive Technician

Module 4.0 units 40/40 lec/lab
AT110 Engine Theory and Systems
Key events in the design and development of the automobile are reviewed, including the construction and manufacturing process. Students are introduced to the basics of engine design, evaluation, diagnosis, disassembly, and cleaning. The theory and service of the upper and lower ends of the engine are studied in detail. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT120 Electrical Theory and Diagnosis
This module covers the basic principles and terms of automotive electrical systems as well as their diagnosis and service. Electrical components covered include batteries, charging systems, lighting, and electrical instrumentation. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT130 Engine Performance and Ignition Systems
Fundamentals of the major engine performance systems and components are introduced. Students learn how the information gathered from on board diagnostic systems, scan testers, and symptom charts will aid them in evaluating engine problems. Ignition system diagnosis and service are reviewed. This course also discusses the importance of active and passive passenger restraint systems. The identification and use of hand tools and key shop equipment is also reviewed. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT140 Fuel Systems and Emission Control
The functions of fuel delivery, electronic fuel systems and fuel injection diagnosis and services are covered in this course. The importance of the proper operation of intake and exhaust systems is highlighted. In addition, emissions control systems diagnosis and service are also covered. Electric, hybrid and fuel cell vehicles and alternative fuels are examined. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT150 Steering, Suspension and Passenger Comfort
This course centers on the single point of contact between the road and the vehicle: tires, wheels and the associated steering and suspension systems. The student will understand how the suspension and tires need to react to existing driving conditions. Manual and power-assisted steering systems are examined. The procedures for conducting an accurate wheel alignment will emphasize the benefits of proper service techniques. Diagnosis and servicing of automotive heating and air conditioning systems are also reviewed. Diagnostic equipment and tools used with these systems are discussed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT160 Brake Systems
Students are introduced to the basic scientific theories and mathematical calculations underlying automotive function, design, and operation. Braking systems, including hydraulic, drum, disc, and antilock assemblies are detailed. Inspection, servicing and preventive maintenance are emphasized. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT170 Manual Transmissions
The major components of manual transmission systems are explored in this course. Students will understand the functions of the clutch, flywheel, transaxle, differential, and CV joints. Transmission and transaxle design and basic gear theory are investigated. Diagnosis and service of clutch and manual transmission problems are covered including disassembly, repair, and reassembly. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
AT180 Automatic Transmissions
The components and operation of automatic transmissions and transaxles is the focus of this course. Torque converters, planetary gear controls, linkages, transfer cases, and sensors are among the components that will be discussed. Electronic automatic transmissions are reviewed. The student will be introduced to transmission/transaxle design and function for hybrid vehicles. The components of four- and all- wheel drive systems, and their advantages, are investigated. Diagnosis, disassembly and reassembly of systems are highlighted as well. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT190 Preventative Maintenance and Hybrid Technology
Proper preventative maintenance and basic service procedures and detailed in this course. Hybrid vehicles are reviewed, including the evolution of hybrid technology, as well as diagnostic and safety procedures*.* Also highlighted is the role of the automotive technician within the service facility including professional communication techniques, managing workflow and working as part of a service team. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Business Office Administration

Module   **4.0 units 40/40 lec/lab**
BA110 Accounting Principles
Students learn the basic accounting concepts and principles in a computer environment using the commercial accounting software QuickBooks. Students receive hands-on experience in bookkeeping and in creating types of financial statements such as the income statement and statement of owner's equity. Students will input a new company setup, enter data, prepare computerized forms and reports, and troubleshoot. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA120 Business Calculations
In this module students learn to use the fundamentals of business math such as percentages, decimals, fractions, and increases and decreases. Students will also learn how apply these fundamentals to Microsoft Excel. This module teaches students how to use mathematics to solve typical business problems including simple and compound interest, cash discounts, mark-up percents, pricing, depreciation, taxes, insurance, and distribution of ownership and profits. Hands-on training in the business standard for spreadsheet software is also taught. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA130 Business Basics
This module teaches an awareness of the functions of business in society with an emphasis on understanding business ownership, competition, and the systems through which businesses operate. The module teaches aspects of Microsoft Excel. Students also gain an understanding of the World Wide Web including web browsers, research, URLs, and electronic communications. Students will create their own business plan. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA140 Marketing
Students acquire an understanding of basic marketing concepts such as strategic planning, segmenting and target markets, developing and managing products, as well as public relations. This module introduces Microsoft PowerPoint and Publisher. Students will create marketing materials such as presentations, newsletters, and brochures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA150 Office Administration
This module includes practical training in basic business functions such as office operations and customer service. Students will receive training in filing including analyzing filing units and correct coding. This module has an emphasis on improving grammar, spelling, punctuation, vocabulary, and usage. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA160 Human Resources
Students will gain a fundamental understanding of the functions and purposes of the human resources department. The module includes discussions on recruiting and selection, various methods of compensation, and labor relations. Through hands-on training in Microsoft Access, students will gain knowledge in the development, maintenance, and updating of an electronic database. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA170 Communications
Students will learn the principles and styles of effective written business communications and group presentations. Case studies are examined to create appropriate documents such as letters, memos, e-mails, and reports. Students will develop their planning, organizing, outlining, and editing skills. Microsoft Word is used to create business documentation such as letters, reports, and memos. Students use Microsoft Word to create business documentation utilizing mail merge. *There are no prerequisites.*

Module   **5.55 units 250 extern hours**
BA190 Externship   **(ACCET Accredited Campuses)**
Externship is the final module following successful completion of classroom training and is designed to

provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of modules 110 though 170*

Module   **5.50 units 250 extern hours**
BA190 Externship   (ACCSC Accredited Campuses)
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of modules 110 though 170*

Computer Systems Technician

Module   **4.0 units 40/40 lec/lab**
CT110 A+ Essentials
This module covers the knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance, with additional elements of security and soft skills. Topics include personal computer parts and tools, along with the motherboards, processors, power system, storage devices, and printers. The student is taught the basic skills needed by any entry-level technician regardless of job environment. Computer skills taught relate to the computer technician position. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CT120 A+ Practical Applications
This module covers the fundamentals of the Windows family of operating systems. Students will be taught installation, configuration and upgrading of Windows, as well as performing various optimization, configuration, monitoring, and troubleshooting tasks. The student will be introduced to the basic Windows

networking and security, printing fundamentals, virtualization, Linux, and Mac OS X. Career skills and computer skills taught relate to the computer technician position. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CT130 Linux and Windows
This module covers the installation, operation and file management of the Linux operating system and Windows 10. For Linux, it introduces students to command-line syntax, the Windows environment and network services configuration. Students will also perform updates using package management utilities, create users and groups, and manage print services. For Windows 10, students will learn how to work with the windows 10 desktop, file and folder management, how to customize computer and the advanced file searching. Career skills, (including basic keyboarding) relate to the computer technician position. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CT140 Applied Networking
This module introduces students to network concepts and hardware. Students will build a simple network using student constructed cables to connect hubs, wireless routers, and workstations. Using Microsoft Windows, students will configure network operating systems using the TCP/IP networking protocol to learn network design, administration and troubleshooting. In addition, the OSI Model and network security will also be studied. Career skills and computer skills taught relate to the computer technician position. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CT150 Client Operating Systems
This module covers installing, configuring, and upgrading Microsoft Windows client operating systems such as Windows 10 Professional. Students will install Windows on workstations via the DVD and from a network server. Students will learn to use administration tools, such as Microsoft Management Console, Control Panel Applets, and Computer Management to perform preventative maintenance, configuration, and system documentation. This module focuses on troubleshooting installations, solving problems with network services and establishing OS security. Career skills and computer skills taught relate to the computer technician position. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CT160 Server Operating Systems
This module covers installing, configuring and upgrading Windows 2012/R2 Server, including local and remote management, file and storage services, Active Directory, group policies, TCP/IP, networking services, and Hyper-V virtualization. Both the original release of Windows Server 2012 and the R2 release are covered. In addition, students will learn how to manage, monitor, and optimize system performance to

ensure system reliability. Career and computer skills related to the computer technician position will be covered too. *Prerequisite for Module 160: at least one of following modules: CT 110, 120, 130, 140, 150, 170.*

Module   **4.0 units 40/40 lec/lab**
CT170 MS Office Support
This module covers installing and configuring MS Office 2013. Students will learn Word, Excel, Outlook, PowerPoint and Access, gaining the knowledge and skills necessary to support users. It emphasizes problem-solving and communication skills in addition to technical knowledge. Students will develop their customer service skills to help prepare them for today's team-oriented work environment. Career skills, basic keyboarding and computer skills taught relate to the computer technician position. *There are no prerequisites.*

Module   **4.0 units 200 extern hours**
CT190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of Modules 110 – 170.*

Criminal Justice

Module   **4.0 units 40/40 lec/lab**
CJ 110 Justice and Security
This course explores private security through an in-depth examination of the various operations conducted by private security professionals. Students explore the history of private security and evaluate the business and ethical concepts involved in security. Potential civil and criminal liability issues as well as the legal powers of private security officers are covered. The fields of justice and security are compared and contrasted. In addition, students are trained on legal aspects, techniques, liability, and company requirements relating to the arrest of an individual utilizing the Department of Consumer Affairs' Power to Arrest Training Manual. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CJ 120 Corrections
This course explores the programs, services, facilities and organizations responsible for managing people accused, or convicted, of committing crimes. Students will compare and contrast theories of corrections as

well as develop practical skills in prisoner management. The difference between detention facilities and correctional facilities will be identified. Ethical and legal implications faced in corrections and detention systems will also be assessed. In addition students are trained in the use of Chemical Agents and how to apply, decontaminate, document, and report them. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CJ 130 Crime Scene Technology
In this course, students will practice and develop skills in basic forensic and crime scene processing activities that may be used to investigate crimes and accidents, or for other risk management related investigations. Students will learn the fundamentals of recovering fingerprints, crime and incident scene security, protection, collection, and preservation of evidence, and how to interview witnesses, search for suspects, make arrests, interrogate suspects, and maintain a chain of custody. Emphasis is placed on communication skills, professional conduct and problem solving skills that play a vital role when working at a crime scene. *There are no prerequisites.*
Module   **4.0 units 40/40 lec/lab**

CJ 140 Investigations and Surveillance
This course teaches the details of how criminal investigations are conducted and what role surveillance and undercover operations play in them. Students will be introduced to commonly used tools, techniques and methods of investigation, such as crime scene evidence, reports, and interrogations. Students will also learn to distinguish between different types of investigations depending on the kind of crime. Emphasis will be placed on workplace soft skills which are of particular importance in an investigation including effective communication with others, conflict resolution, problem solving, and overall professionalism. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CJ 150 Legal Studies for Justice and Security
This course explores the manner in which criminal law is applied for justice and security. Students learn the limits of the law, theories of criminality, aspects of criminal liability and the defenses used against that liability. The state of American law enforcement, the court system, and the corrections system are covered, as are methods of measuring crime and victimization. Students will also consider new and emerging challenges for the criminal justice system. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CJ 160 Homeland Security and Terrorism
This course is a study of the nature of terrorism, its past and present, and the measures being taken to fight and prevent it. Students learn the underlying reasons for terrorist activities, the methods used by terrorists, the sources of financing for terrorists, as well as the role of the media in terrorism. The terrorist activities of the

past and the most current terrorist issues of today are examined. A detailed overview of the methods used to counter terrorism is also provided, with particular emphasis on Homeland Security. Throughout the course emphasis is placed on interpersonal skills such as communication with co-workers, superiors, and others, problem solving and conflict resolution typical within the workplace setting. In addition students are trained on observation skills required to identify and report precursor activities to a terrorist event, react appropriately, report the occurrence of a terrorist event, and remain safe while helping control the scene after a terrorist event. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
CJ 170 Criminology
This course focuses on the concepts and theories relating to the nature and extent of crime. The topic is examined in the context of the legal system as well as from the perspective of the victim. Students explore the main theories regarding the causes of crime, and learn to distinguish between different types of crime. The role and function of the criminal justice system is also presented*. There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
CJ 180 Gangs and Drugs
This course focuses on gangs and their criminal activity in American society. The underlying reasons for the existence of gangs are explored as well as the strategies for preventing and eliminating them. Students also learn to distinguish between different types of street drugs, explain the threats and dangers they pose, as well as identify the law enforcement measures used to prevent their proliferation. An analysis of 'drugs in the workplace' policies and their enforcement is also included. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
CJ 190 Communications for Justice and Security
In this course students learn the most important skills required in justice and security communications. The various methods and means of communication are studied and practiced, including verbal and non-verbal. Students learn the communication techniques used in interviewing and interrogating criminals, suspects and witnesses. The use of modern technology in communications is discussed, as well as the issue of communicating with special groups in terms of age and cultural diversity. *There are no prerequisites.*

Dental Assistant

Module   4.5 units 45/45 lec/lab
DA 110 Dental Science/Medical Emergencies
This module encompasses the study of human development including the development of two sets of teeth: the primary and permanent dentition. Students also study facial structure, the oral cavity, anatomy of the teeth and the function of the supporting structures. Methods for taking and recording vital signs and blood

pressure are introduced, as well as placement of the patient sensors for use with the EKG device during surgical phase of dentistry. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Students will learn the Dental Ethics and Jurisprudence as it effects the dental profession in the State of California. Career skills, basic keyboarding and computer skills taught relate to the dental office. *There are no prerequisites; however, all students must begin the DA program in this module.*

Module   4.5 units 45/45 lec/lab
DA 120 Chairside Assisting
Methods of disease transmission, body defenses, and diseases of major concern to dental personnel are stressed along with the prevention of disease transmission. Microbiology is covered through pathogens and modes of disease transmission. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Proper positioning of the patient and staff during dental procedures is taught with an emphasis on the principles of four-handed dentistry, including materials and instrumentation. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection using an intraoral camera. Students will practice placing and activating chairside whitening with a non laser light curing device   Introduction of tooth morphology, oral structures, and oral pathology are presented. *Prerequisite: Module DA110*

Module   4.5 units 45/45 lec/lab
DA 130 Radiography
This module introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Hands-on care of film, equipment, and related infection control steps during film exposure. Students will learn the parts of an x-ray machine, the properties of x-radiation and factors that affect the density and contrast of an x-ray. Hands-on experience is given in radiographic techniques and processing of x-rays including basic principles of intraoral radiography. Students are also introduced to digital radiography. *Prerequisite: Module DA110*

Module   4.5 units 45/45 lec/lab
DA 140 Dental Material
Students will learn about laboratory equipment, basic laboratory procedures, and materials used in a dental office. Students receive hands-on training in taking impressions and constructing study and master casts. The casts are then used to practice dental procedures such as the fabrication of custom trays, mouth guards and bleaching trays. Study of infection control standards in the laboratory setting and OSHA regulations are stressed. Proper techniques in

measuring and mixing restorative dental products such as cements and liners as well as mixing stone and plaster are covered. Students will fabricate and place temporary crowns. *Prerequisite: Module DA110*

Module   **4.5 units 45/45 lec/lab**
DA 150 Preventative Dentistry
This module emphasizes maintaining optimum oral health. General nutrition, food groups, dietary evaluation, and oral nutritional deficiencies are covered with an emphasis on teaching the patient personal oral hygiene, tooth-brushing techniques, plaque control, and applying fluoride. Coronal polishing theory and procedures are taught, a hands-on procedure in which plaque and stains on the surfaces of the teeth are removed from the coronal surfaces of the teeth. Pit and Fissure theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed Registered Dental Assistant using a caries detection device. Completion of Pit and Fissure and Coronal Polishing requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license. *Prerequisite: Module DA110*

Module   **4.5 units 45/45 lec/lab**
DA 160 Dental Specialties
This module discusses the various specialized areas of dentistry so students may determine their area of interest and establish their career path. In Endodontics, the student studies diagnosis, testing pulp vitality, endo-cultures, drying root canals and instrumentation setups for root canal therapy. Oral Surgery and Implants is the study of surgeries of the oral cavity and advantages and disadvantages of implants. Pedodontics, the study of children's teeth, emphasizes both preventive and restorative techniques as well as the child patient. Orthodontics is covered with the different phases of orthodontic treatments. *Prerequisite: Module DA110*

Module   **4.5 units 45/45 lec/lab**
DA 170 Prosthodontics/Administrative Assistant
During this module the students will be introduced to dental office management with an emphasis on the front office role. Skills included are computer skills, keyboarding, appointment scheduling, telephone techniques, inventory control and insurance and billing procedures. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students will also be introduced to Facebow transfer, denture adjustment and CAD/CAM imaging. Students are fully trained in the HIPAA guidelines. Career skills, basic keyboarding and computer skills taught relate to the dental office. *Prerequisite: Module DA110*

Module   **3.5 units 170 extern hours**
DA 190 Externship
Externship is the last module of training the student completes. This module immediately follows the successful completion of classroom training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs work under the direct supervision of qualified personnel at the participating sites and under general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism and attendance. All absences during the externship must be made up. Externship evaluations become part of the students' permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of modules 110 - 170*

Electrician Technician

Module   **3.5 units 30/50 lec/lab**
EL110 Basic Safety
This course is an industry-designed course covering safety topics specific to the construction industry. This provides the electrical worker with instruction in general construction site safety, measurements and formulas, use of hand and power tools, interpretation of blueprints, basic rigging techniques and methods used to move equipment and materials. In this course the student will be taught basic math for calculation and accurate measurements.
Additionally, this course provides students with training in OSHA 10 regulations and CPR for safety and health in the construction industry, as well as safe working practices for electricians servicing electrically live installations mandated by NFPA 70. *There are no prerequisites.*

Module   **3.5 units 30/50 lec/lab**
EL120 Introduction to Electrical Theory
This course will provide instruction on the various laws and principles of electricity. An examination of electrical energy fundamentals, the relationships of electrical quantities within Ohm's Law and the principles of magnetic induction, transformers and capacitors serve to provide an overview of electrical power generation. Also, this course will provide instruction on the various types of electric motors and their applications. Topics consist of single-phase and three phase motors, capacitor start/run motors, and interrupting the nameplate data to provide the student with a working knowledge of electrical motors. *There are no prerequisites.*

Module   **3.5 units 30/50 lec/lab**
EL130 Flexible Cables/Conduit Bending and Raceways
This course will provide instruction on various flexible conduits and flexible cable assemblies. Students will learn the NEC code requirements for listed flexible conduits and cables along with the installation requirements and their associated connectors and fittings. This course will provide hands-on applications in the installation of conduits in both metallic with other raceways commonly used in commercial electrical

wiring. Students will perform the mechanics of bending to form different types of bends. *There are no prerequisites.*

Module   3.5 units 30/50 lec/lab
EL140 Residential Applications
This course will provide instruction on various flexible conduits. It will prepare the student for the challenges of designing and drawing a National Electrical Code (NEC) governing branch circuit requirements for residential structures. Students receive instruction on load calculations, receptacle placement, lighting outlets, Ground Fault & Arc Fault protection, electrical symbols and prints, along with the requirements for grounding, bonding, conductor identification, and sizing calculations for service equipment. *Prerequisite: EL110, EL120, and EL130*

Module   3.5 units 30/50 lec/lab
EL150 Commercial Applications
This course gives the student an introduction to commercial wiring methods and three phase electrical distribution systems. The course will help the student read and understand blueprints used in commercial applications. It shall cover the proper use and identification of materials associated with commercial electrical work. It teaches the student specific code requirements related to commercial applications as well as the ability to calculate service, feeder and branch circuit requirements. It also establishes the principles of proper maintenance and troubleshooting. *Prerequisite: EL110, EL120, and EL130*

Module   3.5 units 30/50 lec/lab
EL160 Low Voltage Applications
This course provides an overview of the alarm, telecommunications, and entertainment electronics industries from a technician's perspective. It covers the makeup, identification, and applications of various types of conductors and cables used in telecommunications and security systems. It also provides information and detail instruction for selecting, installing, testing and terminating devices on various cables used in low voltage work.
Prerequisite: EL110, EL120, and EL130

Module   3.5 units 30/50 lec/lab
EL170 Motor and Industrial Motor Controls
This course will provide instruction on the various types of electric motors and their applications. Topics consist of single-phase and three-phase motors, capacitor start/run motors, direct current motors and interrupting the nameplate data to provide the student with a working knowledge of electrical motors. It will provide the students with a working knowledge of industrial motor controls.
Starting with some of the most basic electronic devices, students will move from simple control circuits to an array of complex and intricate circuits. Topics include timers,
Start and stop switches, pressure, temperature, and other sensors along with many others that challenge

today's electricians and instrumentation technicians. *Prerequisite: EL110, EL120, and EL130*

Module   3.5 units 30/50 lec/lab
EL180 Programmable Logic Controls
This course introduces the students to the principles of solid-state control and examines various applications that are relevant to the electrician. It introduces the students to electricity and semiconductor fundamentals. Students will identify, test, and work with components that explain basic digital logic elements, flip-flops, shift registers and counter, the function and purpose of programmable logic controllers (PLC), different numbering systems used in PLCs, and the hardware and software use in PLCs. *Prerequisite: EL110,EL120, and EL130*

Module   3.5 units 30/50 lec/lab
EL190 Solar Electric Applications
This course provides an overview of photovoltaic (PV) science and an introduction to the fundamentals of solar energy. Through a combination of lecture and hands on lab exercises, students will learn the concepts and processes of photovoltaic systems, including their design and installation. The module covers the scope of solar energy system's conceptual, mechanical and electrical design, with an emphasis on wiring and electrical issues. *Prerequisite: EL110, EL120, and EL130*

Heating, Ventilation and Air Conditioning

Module   3.5 units 30/50 lec/lab
HVC 130 Basic Electricity, Motors and HVAC Controls
An introduction to electricity and automatic controls. Content includes: electrical components, household wiring, wire sizing, series and parallel circuits. Included in this course is hands-on experience with electrical tools and meters. On the controls side the course is designed to develop familiarity with electrical current and an understanding of electrical current flow and its effects as it interacts with various components of a circuit. The student will develop a basic understanding of motors and their starting devices, and troubleshooting principles and basic understanding of HVAC control devices and how they affect the operation of HVAC equipment. *Prerequisite*: *None*

Module   3.5 units 30/50 lec/lab
HVC 135 Basic Refrigeration Theory and Application
This course is designed to familiarize students with basic industry tools and their proper and safe use. The student will be using these tools to complete lab assignments and introduce basic refrigeration principles, refrigeration theory, characteristics, and properties of refrigerant. Emphasis will be placed on system evacuation, and compressor component

replacement and system charging. The application of refrigeration theory is also covered in this course. *Prerequisite: None*

Module   **3.5 units 30/50 lec/lab**
HVC 140 Air Conditioning, Troubleshooting and Heat Pump Systems

This course covers principles of residential air conditioning systems. Content includes evaluation and hands-on and classroom experience in use of psychometrics, residential and light commercial air conditioning equipment types and installation. In this course the students will be introduced to the heat pump application and its components. Lab focuses on systems operation, and performance problems. *Prerequisites: HVC 130, HVC 135*

Module   **3.5 units 30/50 lec/lab**
HVC 145 Heating Systems and Boilers

This course is designed to introduce the student to basic concepts of heating with gas, electric and oil used primarily in residential applications and the principles of combustion. Topics include the basic of gas heating systems, operation of gas valves and burners. This course also includes lessons related to combustion chemistry, heating fuels natural gas and LP gas-burning equipment, start-up, sequence of operation and equipment maintenance troubleshooting. *Prerequisites: HVC 130, HVC 135*

Module   **3.5 units 30/50 lec/lab**
HVC 150 Duct Design, Blueprint Reading and Load Calculation

This course covers equipment used for the distribution of air. Course content includes: blower performance; static and dynamic pressures and pressure drop due to friction; sizing and selection of ductwork and blowers, diffusers, registers and grilles; and evaluation of system performance. This course also assists students in developing a basic understanding of how to read and interpret blueprints and load calculations. *Prerequisites: HVC 130, HVC 135*

Module   **3.5 units 30/50 lec/lab**
HVC 155 Commercial Refrigeration Systems

This course covers the fundamentals of refrigeration equipment found in commercial systems. It teaches students the different components used in commercial applications as well as start-up, installation and defrost cycle needed. Safety for the technician, customer, and equipment are also covered. *Prerequisites: HVC 130, HVC 135*

Module   **3.5 units 30/50 lec/lab**
HVC 160 Specialized Commercial Equipment and Green Awareness

This course is designed familiarize students with the specialized refrigeration equipment principles that they will face in the industry and how to apply it to properly diagnose system operation. Lab focuses on systems, performance problems and to increase awareness of alternative forms of heating and air conditioning that are more environmentally friendly presented in Green Awareness. *Prerequisites: HVC 130, HVC 135*

Module   **3.5 units 30/50 lec/lab**
HVC 165 Regulation and Building Automation

This course is designed to prepare students to take the R-410A safe use certification test. Content includes chemicals: HCFC-22, commonly known as R-22, used generally in air conditioning equipment; and R-410A refrigerant, which replaces HCFC-22. Focus is on safe use of R-410A. Course content also emphasizes the importance of OSHA standards. Prepares for the EPA 608 certification exam to permit handling and transport refrigerant. This course also covers a building automation and the new controls used in building maintenance. *Prerequisites: HVC 130, HVC 135*

Module   **3.5 units 30/50 lec/lab**
HVC 170 Electrical and Mechanical Troubleshooting

This course is designed to help the students, troubleshoot and diagnose equipment malfunctions. The student will learn how to distinguish between an electrical problem compared to a mechanical problem in the troubleshooting techniques. During this course the student will be able to write a service order and explain the work completed to the customer. *Prerequisites: HVC 130, HVC 135*

Medical Assistant

Module   **4.0 units 40/40 lec/lab**
MA 110 Administrative Medical Assisting Duties

In this module, the student will learn the basics responsibilities of the medical assistant and the duties performed by them on the job. Students will learn the basics of medical law and ethics and the importance of documentation in the workplace. The student will get a basic understanding of HIPAA law and improve their communication skills. The student will practice the related concepts in the laboratory including injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 120 Introduction to Anatomy & Physiology

During this module, the student will gain a better understanding of the anatomical system and the manner in which the body works. This module teaches students about the mechanical functions of the body and how pathophysiology takes its toll on creating illnesses. There are also descriptions on radiology and how the medical assistant may better prepare a patient for radiological procedures. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding

keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 130 Office Environmental Safety, Infection Control and Laboratory
This module describes the effects of contamination on the body, as well as the effects on the patients and the medical assistant. The purpose of the module is to teach patient and staff safety against viruses and/or dangerous bacteria. The student will learn basic forms of microbiology and the lymphatic system as well as preventative aseptic technique and instruction tools for a healthy practice. The student will practice these concepts in the laboratory regarding injections, venipuncture, aseptic technique, and triage. The student will also practice computer career skills regarding keyboarding and front desk and back office check-in and checkout procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 140 Psychology and Special Senses
Student will gain a better understanding of nerves, psychology, and the effects of medications on the body, as well as where the medications target. Psychology and its effect on the patient are studied, as well as a patient's two most used sense organs; the eyes and the ears. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 150 Medical Management
This module helps the student with managerial and bookkeeping techniques including finances, insurance, and accounts receivable. This helps the student understand the structure of a facility and the importance of quality work to increase revenue in their workplace. The student also explores the digestive system and the pathologies affecting it, as well as the urinary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 160 Clinical Medical Assisting Duties
This is the CPR module that prepares the student for emergencies and preparations in resuscitation in the field. The student gets an overall experience in the understanding of the cardio-pulmonary system as well as learning about nutrition and its effects on the cardio-pulmonary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front

desk and back office check in and check-out procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 170 Pharmacology and Office Emergencies
This module covers the topics of reproductive health and the endocrine system. There is also information about mathematics that deal with pharmacology and the effects of pharmaceuticals on the endocrine system and the body. This module helps students expand their acceptance and responsibility in back-office procedures in the workplace. Students will practice the related concepts in the laboratory regarding injections, venipuncture, aseptic technique, and triage as well as computer career skills such as keyboarding, front desk and back office check-in and checkout procedures. *There are no prerequisites.*

Module   **5.55 units 250 extern hours**
MA 190 Externship (ACCET Accredited Campuses)
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of modules 110-170*

Module   **5.50 units 250 extern hours**
MA 190 Externship (ACCSC Accredited Campuses)
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of modules 110-170*

Medical Billing and Insurance Coding

Module   **4.0 units 40/40 lec/lab**
MB 110 Insurance Billing
This module is designed to familiarize students with the insurance claims forms for a variety of providers, including Group Plan Insurances, PPOs, Worker's Compensation and Federal and State Disability. HIPAA training and the basics of health insurance are covered in this module. Students will experience hands-on training in handling claim forms such as the CMS-1500 and will learn to use one of the most popular billing software programs. Students will be introduced to the basic anatomy of the human body, prefixes, suffixes, abbreviations, and the organization of the body. Students will also learn to bill and code for procedures and diagnoses relating to surgery and anesthesia. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MB 120 Insurance Coding Principles
This module is designed to teach students complex coding principles and the use of the CPT, ICD-10, and HCPCS coding manuals. Students will learn to code diagnoses and procedures accurately for the purpose of billing the responsible insurance. Students will learn to use one of the most popular billing software programs. Students will be introduced to medical terminology, word parts, abbreviations and symbols. Students will also to bill and code for procedures and diagnoses relating to the integumentary system. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MB 130 Medical Laws and Ethics
In this module, students will learn the basic laws and ethics governing the medical field, including professional behavior, confidentiality, doctor-patient relationships, malpractice and breach of contract. Students will learn to use one of the most popular billing software programs. Students will become competent in CPR (cardiopulmonary resuscitation). Students will learn about oncology, the blood and lymphatic system, the respiratory system, the cardiovascular system and will also learn how to bill and code for procedures and diagnoses relating to these systems. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MB 140 Documentation and Records
In this module, students will learn about the medical documentation process. Students will experience hands-on electronic health records standards and advanced techniques using EHR software. Students will learn about the paper claim and medicine. Students will learn about the skeletal system, the muscular system, the eye, ocular adnexa, auditory, and operating microscope. Students will also learn how to bill and code for procedures and diagnoses relating to these systems. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MB 150 Medical Billing and Collections
This module focuses on the regulations governing the collections process. Students will learn to verify insurance information, perform pre-admission authorizations and billing follow-up. They will study receipt of payment issues in the collections area and track reimbursements. Students will learn to use one of the most popular billing software programs. Students will learn about radiology, nuclear medicine, inpatient hospital services and ICD-10 principles. Students will also learn how to bill and code for procedures and diagnoses related to these systems. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MB 160 Insurance Practices
This module is designed to familiarize students with the insurance claim forms for Medicare, Medicaid, The Blue Plans, Private insurance, Managed Care Plans and the TRICARE and CHAMPVA programs. Students will learn to use one of the most popular billing software programs. Students will learn about the digestive system, the urinary system and the male reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MB 170 Medical Office Procedures
This module is designed to teach students basic medical office procedures. Topics covered include the use of office equipment, such as copiers, fax machines and calculators. Students will study the proper handling of patient records, filing and managing telephone calls. Students will study dental services and dental claims. Students will learn to use one of the most popular billing software programs. Students will learn about the endocrine system, the nervous system, obstetrics and the female reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems. *There are no prerequisites.*

Module   **5.55 units 250 extern hours**
MB 190 Externship   **(ACCET Accredited Campuses)**
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training programs. Externs work under the supervision of qualified personnel at the participating sites and under the general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism, participation and attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of

externship training is required for graduation. *Prerequisite Successful Completion of Modules 110-170*

Module   5.50 units 250 extern hours
MB 190 Externship   (ACCSC Accredited Campuses)
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training programs. Externs work under the supervision of qualified personnel at the participating sites and under the general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism, participation and attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite Successful Completion of Modules 110-170*

Medical Office Specialist

Module   4.0 units 40/40 lec/lab
MOS 110 Health Care Fundamentals
In this module, the student will get an orientation to the medical office environment. The student will study professional behaviors and communications for the health care environment. Federal and state regulatory guidelines, including HIPAA, are also discussed. Students will learn basic skills needed for rooming patients, including interview techniques, vital signs, and infection control. The student will practice asepsis techniques, vital signs, and interviewing patients in the laboratory setting. The student will also work with electronic health record and MS Word. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
MOS 120 Medical Record Management
In this module, the student will learn the components of the medical record and important legal documents required from patients. Electronic medical records, along with medical office computerization, computer security, and system maintenance will be discussed. Students will learn about the paper medical record, filing systems, and maintaining paper records. The student will study the anatomy, physiology, pathology, and related medical terminology of the muscular and skeletal system. The student will practice filing methods, completing medical office required documents, electronic medical record scenarios, and MS Word and computer skills in the laboratory setting. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
MOS 130 Medical Office Reception
In this module, the student will get an orientation to the medical office receptionist position. The student will learn reception procedures, including telephone etiquette, methods to handle incoming calls, appointment scheduling, mail processing, and document creation. The student will study the anatomy, physiology, pathology, and related medical terminology of the senses and the circulatory and respiratory systems. The student will practice creating and maintaining appointment schedules, handling phone calls, processing mail, composing letters and documents and computer skills in the laboratory setting. The student will utilize MS Word and electronic health record during this course. In addition, computer skills and principles of Skills for Workplace Success will be reviewed. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
MOS 140 Dental Office Procedures
In this module, the student will get an orientation to the dental reception procedures. The student will study dental basics, including dental anatomy, number systems, charting methods, and dental procedures. The student will learn dental specific activities, including telephone and scheduling management, patient and staff communication, computerized and paper record systems, inventory management, financial arrangements, and insurance processing. The student will practice dental receptionist duties and utilize dental practice management software. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
MOS 150 Medical Insurance
In this module, the student will learn the basics of medical insurance typically seen in the medical office. Types and sources of insurance, claim submission methods, federal legislation that impacts insurance and reimbursement procedures are discussed. Students learn concepts related to traditional fee-for-service plans, managed care procedures, Medicaid and Medicare regulations, military carriers, workers' compensation and disability insurance.   In the laboratory setting, the student will practice preparing claim submissions for various coverage. The student will practice using MS Excel and electronic health record. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
MOS 160 Medical Office Finance
In this module, the student will learn diagnostic and procedural coding, along with reimbursement systems and managing practice finances. The student will study bookkeeping procedures, banking activities and petty cash fund procedures. The billing process, account aging, and collection activities are discussed along with applicable federal legislation. The student will study the anatomy, physiology, pathology, and related medical terminology of the endocrine, integumentary, and nervous systems. The student will practice procedural and diagnostic coding, bookkeeping and banking activities, collection procedures, and computer skills in the laboratory setting. The student will also work with electronic

health record and MS Excel. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
MOS 170 Office Management and Emergency Procedures
In this module, the student will learn the duties of an office manager and how to assist with emergencies in the medical office. CPR, first aid, OSHA safety precautions, emergency preparedness, and guidelines for providing emergency care are discussed. The student will learn how to maintain the office, provide routine maintenance to office equipment, perform inventory, and methods to monitor environmental safety. The student will study the anatomy, physiology, pathology, and related medical terminology of the digestive, urinary and reproductive systems. The student will practice CPR and first aid procedures, emergency preparedness activities, and office management duties in the laboratory setting. The student will also work with electronic health record and MS Excel. *There are no prerequisites.*

Module **5.55 units 250 Externship Hours**
MOS 190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. In this module, the student will apply the knowledge and skills learned in the prior modules to real life experiences. The externship includes an experience in an ambulatory health care setting, focusing on duties of the administrative medical assistant with an emphasis on office duties, insurance processing, and billing procedures. The student will also learn employment seeking skills, including resume building, interviewing skills, and professional dress. This externship is a nonpaid experience. Satisfactory completion of practicum is required for graduation. *Prerequisite: Successful completion of modules MOS 110-170.*

Pharmacy Technician

Module **4.0 units 40/40 lec/lab**
PT 110 Sterile Preparations
The module covers aseptic technique & Universal Precautions guidelines including microbiology, oncology, and anti-infectives. Students learn how to handle needles & syringes and use of the laminar air flow hoods. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs.

Practice in diverse pharmacy settings; including sterile & non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism are also covered. Students will also to bill and code for procedures and diagnoses relating to the integumentary system. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
PT 120 Internal Medicine
The module covers the digestive, reproductive, and endocrine systems, as well as vaccines. Students will learn internal and external customer care. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
PT 130 Pharmacy Law
The module covers law and ethics of pharmacy, codes of ethics, and FDA and DEA regulations. Students will learn about the respiratory & cardiovascular systems. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
PT 140 Pharmacology and Compounding
The module covers the history of medicine and pharmacy, repackaging, compounding chemistry and the visual and auditory systems. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital and retail procedures, and overall professionalism. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
PT 150 Hospital Pharmacy Procedures
The module covers hospital pharmacy, psychopharmacology and medical referencing, and the nervous system. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
PT 160 Retail Pharmacy Procedures
The module covers the business and administrative

section of pharmacy, pharmacy associations and the urinary system. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
PT 170 Retail Pharmacy Operations
The module covers the operations side of retail pharmacy, over the counter medications, alternative medicine, vitamins and minerals, and anti-inflammatory and antihistamines. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital and retail procedures, and overall professionalism. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
PT 180 Health Insurance & Billing
The module covers the basics of health insurance including how to handle insurance claims in pharmacy settings. Students will learn pharmacy billing in various pharmacy settings and how to expedite the handling and processing of online insurance claims. In addition, students will learn how to manage rejected claims, the differences between private insurance and managed care and how managed care options affect reimbursement. In addition, students will learn about the many types of managed care plans and government managed insurance programs, along with content about various prescription payment methods including the essentials of Medicare policies and regulations, payment, and reimbursement. *There are no prerequisites.*

Module   2.5 units 120 extern hours
PT 190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of modules 110-180.*

Welding

Module   3.5 units 30/50 lec/lab
WD 110 Welding Principles and Safety
This course introduces the students to the basic fundamentals of metals and addresses safe operating procedures required. Students will be instructed on safe environments as well as storing and moving equipment, shielding gasses and storing fluids in a safe manner. This course also address the safe use of many welding tools and the different types of welding equipment that they will be using. *There are no prerequisites.*

Module   3.5 units 30/50 lec/lab
WD 120 Welding Design and Fabrication
This course introduces the welding students to planning procedures including reading a working drawing, selecting materials and procedural steps. The course also requires the students to transfer a drawing to a piece of metal during the design and layout procedure. The unit addresses the element of a blueprint and basic steps on how to read blueprints. Students will become familiar with blueprints which consists of drawing and welding symbols. *There are no prerequisites.*

Module   3.5 units 30/50 lec/lab
WD 130 Introduction to Gas Metal Arc Welding
This course teaches students identification and MIG welding equipment, joint design, welding terms and safety procedures. Students will learn setup, operation and perform bead, single and multiple pass butt and tee, lap and outside corner welds in the flat, horizontal positions. Students will also identify and describe personal shop and other related safety rules. The students will be required to identify shop and personal safety rules to 100% accuracy. This course will also require identification and performance of wire type and diameter and equipment on 3/16 inch and thicker plate steel. This course will cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. *Prerequisite: WD 110 and WD 120.*

Module   3.5 units 30/50 lec/lab
WD 140 Introduction to Shielded Metal Arc Welding
This course introduces students to the shielded metal arc welding process including equipment, terms and safety procedures. Students will learn how to strike and control arc to produce quality welds. Students will learn how to deposit a pad of beads in the flat position. Students will be able to produce lap joint fillet welds in the horizontal position and E6010 pad of beads in the flat position. This course will cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. *Prerequisite: WD 110 and WD 120.*

Module   **3.5 units 30/50 lec/lab**
WD 150 Flux Core Arc Welding

Students will learn how to produce single-V-groove butt joint welds using gas-shielded and self-shielded tubular electrode wire. Students will also produce fillet weld lap joints and single-V-groove butt joints with metal-cored wire and single-V-groove welds in butt joints on pipe. Destructive tests will be performed on selected welds. Students will have the option to further develop their knowledge and skills to prepare for the flux-cored Welder Qualification Test. This course will cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. *Prerequisite: WD 110 and WD 120.*

Module   **3.5 units 30/50 lec/lab**
WD 160 Gas Tungsten Arc Welding

This course introduces students to the gas tungsten arc welding process including equipment, terms and safety procedures. Students will learn how to setup, adjust and shut down gas tungsten arc welding equipment. Students will be able to deposit stringer beads in the flat position, produce fillet weld lap joints in the flat and horizontal position and produce fillet weld outside corner joints in the flat position. The metallurgy and weld ability of carbon steel will also be covered. This course will cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. *Prerequisite: WD 110 and WD 120.*

Module   **3.5 units 30/50 lec/lab**
WD 170 Intermediate Gas Metal Arc Welding

Students will learn how to produce single V-groove butt joint welds in the vertical up, flat and overhead position. Fillet lap and T-joint welds in the horizontal and vertical down position will be included. Students will also be able to utilize the spray transfer method to produce fillet lap joint welds in the flat and horizontal position and single V-groove welds in the flat position. Students will have the option to further develop their knowledge and skills to prepare for the Gas Metal Arc Welding Welder Qualification Test. This course will cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. *Prerequisite: WD 110 and WD 120.*

Module   **3.5 units 30/50 lec/lab**
WD 180 Intermediate Shielded Metal Arc Welding

Students will learn how to produce fillet welds in lap and T-joints, stringer beads, and square-groove welds in butt joints using the shielded metal arc welding process. Multi-pass fillet welds in lap and T-joints will also be covered. Low hydrogen electrodes will be included. Students will have the option to further develop their knowledge and skills to prepare for the Shielded Metal Arc Welding Welder Qualification Test. This course will cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. *Prerequisite: WD 110 and WD 120.*

Module   **3.5 units 30/50 lec/lab**
WD190 Pipe Welding and Metal Fabrication

This course is designed to instruct students in arc welding safety and the Shielded Metal Arc Welding process (SMAW- Stick) of welding pipe either to meet ASME (vertical up) or API (vertical down) welding code. Students will learn how to use the correct tools and equipment for cutting and beveling joint during fabrication. Also in this course students will learn how to fabricate new set up following blue prints and drawings. *Prerequisite: WD110 and WD 120.*

Program Tuition

Program Tuition Table

Program Tuition for Start Dates on or Before December 31, 2019

Program**	Registration Fee*	Student Tuition Recovery Fund+*	Total Tuition***	Total Charges for the Program****
Automotive Technician	$50.00	$0.00	$19,850.00	$19,900.00
Business Office Administration Diploma	$50.00	$0.00	$19,850.00	$19,900.00
Computer Systems Technician Diploma	$50.00	$0.00	$19,850.00	$19,900.00
Criminal Justice Diploma	$50.00	$0.00	$19,850.00	$19,900.00
Dental Assistant Diploma	$50.00	$0.00	$19,850.00	$19,900.00
Electrician Technician	$50.00	$0.00	$19,850.00	$19,900.00
Medical Assistant Diploma	$50.00	$0.00	$19,850.00	$19,900.00
Medical Billing and Insurance Coding Diploma	$50.00	$0.00	$19,850.00	$19,900.00
Medical Office Specialist	$50.00	$0.00	$19,850.00	$19,900.00
Pharmacy Technician Diploma	$50.00	$0.00	$19,850.00	$19,900.00
Heating, Ventilation and Air Conditioning Diploma	$50.00	$0.00	$19,850.00	$19,900.00
Welding	$0.00	$0.00	$19,900.00	$19,900.00
DA-CP12 – Coronal Polishing	$0.00	$0.00	$385.00	$385.00
DA-PF16 – Pit and Fissure Sealants	$0.00	$0.00	$495.00	$495.00
DA-RX32 –Radiation Safety	$0.00	$0.00	$480.00	$480.00
Infection Control	$0.00	$0.00	$220.00	$220.00

+The State of California Student Tuition Recovery Fund (STRF)

Non- Refundable Fees (For ACCSC accredited schools, this fee will be refunded to students who cancel their enrollment within (3) business days from the date their enrollment agreement was signed). In the event where the school cancels the program, any registration fees paid by the student will be refunded.

** *Not all programs are offered at all locations.*

*** *Total tuition includes tuition, books, supplies, and uniforms.*

**** *Total charges for a period of attendance and schedule of total charges for the entire educational program*

Program Tuition

Program Tuition for Start Dates on and After January 1, 2020

Program**	Student Tuition Recovery Fund+*	Total Charges for the Program [1,2]
Automotive Technician	$0.00	$19,900.00
Business Office Administration Diploma	$0.00	$19,900.00
Computer Systems Technician Diploma	$0.00	$19,900.00
Criminal Justice Diploma	$0.00	$19,900.00
Dental Assistant Diploma	$0.00	$19,900.00
Electrician Technician	$0.00	$19,900.00
Medical Assistant Diploma	$0.00	$19,900.00
Medical Billing and Insurance Coding Diploma	$0.00	$19,900.00
Medical Office Specialist	$0.00	$19,900.00
Pharmacy Technician Diploma	$0.00	$19,900.00
Heating, Ventilation and Air Conditioning Diploma	$0.00	$19,900.00
Welding	$0.00	$19,900.00
DA-CP12 – Coronal Polishing	$0.00	$385.00
DA-PF16 – Pit and Fissure Sealants	$0.00	$495.00
DA-RX32 –Radiation Safety	$0.00	$480.00
Infection Control	$0.00	$220.00

+The State of California Student Tuition Recovery Fund (STRF)

Non- Refundable Fees (For ACCSC accredited schools, this fee will be refunded to students who cancel their enrollment within (3) business days from the date their enrollment agreement was signed). In the event where the school cancels the program, any registration fees paid by the student will be refunded.

** Not all programs are offered at all locations.*

[1] *Total charges include registration fee, tuition, books, supplies, and uniforms.*

[2] *Total charges for a period of attendance and schedule of total charges for the entire educational program*

Academic Calendar
January 2019 - December 2020

Academic Calendars

Start Cycle	Mod Start	Day Mod End	Evening Mod End	7th day Cancelation Date	14th day Cancelation Date	Holiday		In Service	School Breaks		
A1	01/03/2019 - Thu	01/31/2019 - Thu	01/31/2019 - Thu	01/09/2019 - Wed	01/16/2019 - Wed	01/21/2019 - Mon	MLK BIRTHDAY		01/01/2019 - Tue	01/02/2019 - Wed	WINTER BREAK
B	01/09/2019 - Wed	02/06/2019 - Wed	02/06/2019 - Wed	01/15/2019 - Tue	01/23/2019 - Wed	01/21/2019 - Mon	MLK BIRTHDAY		01/01/2019 - Tue	01/02/2019 - Wed	WINTER BREAK
C	01/30/2019 - Wed	02/27/2019 - Wed	02/27/2019 - Wed	02/05/2019 - Tue	02/12/2019 - Tue	02/18/2019 - Mon	PRESIDENTS DAY				
A1	02/04/2019 - Mon	03/04/2019 - Mon	03/04/2019 - Mon	02/10/2019 - Sun	02/17/2019 - Sun	02/18/2019 - Mon	PRESIDENTS DAY				
B	02/11/2019 - Mon	03/11/2019 - Mon	03/11/2019 - Mon	02/17/2019 - Sun	02/25/2019 - Mon	02/18/2019 - Mon	PRESIDENTS DAY				
C	02/28/2019 - Thu	03/27/2019 - Wed	03/27/2019 - Wed	03/06/2019 - Wed	03/13/2019 - Wed						
A1	03/05/2019 - Tue	04/02/2019 - Tue	04/01/2019 - Mon	03/11/2019 - Mon	03/18/2019 - Mon			03/29/2019 - Fri			
B	03/13/2019 - Wed	04/10/2019 - Wed	04/09/2019 - Tue	03/19/2019 - Tue	03/26/2019 - Tue			03/29/2019 - Fri			
C	03/28/2019 - Thu	04/25/2019 - Thu	04/24/2019 - Wed	04/03/2019 - Wed	04/10/2019 - Wed			03/29/2019 - Fri			
A1	04/03/2019 - Wed	04/30/2019 - Tue	04/30/2019 - Tue	04/09/2019 - Tue	04/16/2019 - Tue						
B	04/11/2019 - Thu	05/08/2019 - Wed	05/08/2019 - Wed	04/17/2019 - Wed	04/24/2019 - Wed						
C	04/29/2019 - Mon	05/28/2019 - Tue	05/23/2019 - Thu	05/05/2019 - Sun	05/12/2019 - Sun			05/24/2019 - Fri			
A1	05/02/2019 - Thu	05/31/2019 - Fri	05/30/2019 - Thu	05/08/2019 - Wed	05/15/2019 - Wed	05/27/2019 - Mon	MEMORIAL DAY	05/24/2019 - Fri			
B	05/09/2019 - Thu	06/07/2019 - Fri	06/06/2019 - Thu	05/15/2019 - Wed	05/22/2019 - Wed	05/27/2019 - Mon	MEMORIAL DAY	05/24/2019 - Fri			
C	05/29/2019 - Wed	06/25/2019 - Tue	06/25/2019 - Tue	06/04/2019 - Tue	06/11/2019 - Tue	05/27/2019 - Mon	MEMORIAL DAY		06/26/2019 - Wed		BREAK
A1	06/03/2019 - Mon	06/28/2019 - Fri	06/27/2019 - Thu	06/09/2019 - Sun	06/16/2019 - Sun				07/01/2019 - Mon		BREAK
B	06/11/2019 - Tue	07/10/2019 - Wed	07/09/2019 - Tue	06/17/2019 - Mon	06/24/2019 - Mon	07/04/2019 - Thu	JULY 4TH	07/05/2019 - Fri	07/07/2019 - Sun		SUMMER BREAK
C	06/27/2019 - Thu	07/26/2019 - Fri	07/25/2019 - Thu	07/03/2019 - Wed	07/11/2019 - Thu	07/04/2019 - Thu	JULY 4TH	07/05/2019 - Fri	07/07/2019 - Sun		SUMMER BREAK
A1	07/02/2019 - Tue	07/31/2019 - Wed	07/30/2019 - Tue	07/09/2019 - Tue	07/16/2019 - Tue	07/04/2019 - Thu	JULY 4TH	07/05/2019 - Fri	07/07/2019 - Sun		SUMMER BREAK
B	07/11/2019 - Thu	08/07/2019 - Wed	08/07/2019 - Wed	07/17/2019 - Wed	07/24/2019 - Wed						
C	07/29/2019 - Mon	08/28/2019 - Wed	08/27/2019 - Tue	08/04/2019 - Sun	08/11/2019 - Sun						
A1	08/01/2019 - Thu	09/03/2019 - Tue	09/03/2019 - Tue	08/07/2019 - Wed	08/14/2019 - Wed	09/02/2019 - Mon	LABOR DAY	08/22/2019 - Thu	08/23/2019 - Fri	08/26/2019 - Mon	BREAK
B	08/08/2019 - Thu	09/10/2019 - Tue	09/10/2019 - Tue	08/14/2019 - Wed	08/21/2019 - Wed	09/02/2019 - Mon	LABOR DAY	08/22/2019 - Thu	08/23/2019 - Fri	08/26/2019 - Mon	BREAK
C	08/29/2019 - Thu	09/26/2019 - Thu	09/26/2019 - Thu	09/05/2019 - Thu	09/12/2019 - Thu	09/02/2019 - Mon	LABOR DAY	08/22/2019 - Thu	08/23/2019 - Fri	08/26/2019 - Mon	BREAK
A1	09/04/2019 - Wed	10/01/2019 - Tue	10/01/2019 - Tue	09/10/2019 - Tue	09/17/2019 - Tue						
B	09/12/2019 - Thu	10/09/2019 - Wed	10/09/2019 - Wed	09/18/2019 - Wed	09/25/2019 - Wed						
C	09/30/2019 - Mon	10/25/2019 - Fri	10/24/2019 - Thu	10/06/2019 - Sun	10/13/2019 - Sun						
A1	10/02/2019 - Wed	10/29/2019 - Tue	10/29/2019 - Tue	10/08/2019 - Tue	10/15/2019 - Tue						
B	10/10/2019 - Thu	11/06/2019 - Wed	11/06/2019 - Wed	10/16/2019 - Wed	10/23/2019 - Wed						
C	10/28/2019 - Mon	11/22/2019 - Fri	11/21/2019 - Thu	11/03/2019 - Sun	11/10/2019 - Sun						
A1	11/04/2019 - Mon	12/04/2019 - Wed	12/03/2019 - Tue	11/10/2019 - Sun	11/17/2019 - Sun	11/28/2019 - Thu	THANKSGIVING	11/27/2019 - Wed		11/29/2019 - Fri	THANKSGIVING
B	11/07/2019 - Thu	12/09/2019 - Mon	12/09/2019 - Mon	11/13/2019 - Wed	11/20/2019 - Wed	11/28/2019 - Thu	THANKSGIVING	11/27/2019 - Wed		11/29/2019 - Fri	THANKSGIVING
C	11/25/2019 - Mon	12/27/2019 - Fri	12/26/2019 - Thu	12/05/2019 - Thu	12/12/2019 - Thu	11/28/2019 - Thu	THANKSGIVING	11/27/2019 - Wed		11/29/2019 - Fri	THANKSGIVING
						12/24/2019 - Tue	WINTER HOLIDAY			12/25/2019 - Wed	BREAK
A1	12/05/2019 - Thu	01/14/2020 - Tue	01/14/2020 - Tue	12/11/2019 - Wed	12/18/2019 - Wed	12/24/2019 - Tue	WINTER HOLIDAY		12/25/2019 - Wed	01/05/2020 - Sun	WINTER BREAK
B	12/10/2019 - Tue	01/27/2020 - Mon	01/27/2020 - Mon	12/16/2019 - Mon	12/23/2019 - Mon	12/24/2019 - Tue	WINTER HOLIDAY		12/25/2019 - Wed	01/12/2020 - Sun	WINTER BREAK
C	12/30/2019 - Mon	01/28/2020 - Tue	01/28/2020 - Tue	01/05/2020 - Sun	01/13/2020 - Mon	01/01/2020 - Wed	NEW YEARS DAY				
						01/20/2020 - Mon	MLK BIRTHDAY				

Academic Calendar
January 2019 - December 2020

Start Cycle	Mod Start	Day Mod End	Evening Mod End	7th day Cancelation Date	14th day Cancelation Date	Holiday		In Service		School Breaks		
A1	01/16/2020 - Thu	02/13/2020 - Thu	02/13/2020 - Thu	01/23/2020 - Thu	01/30/2020 - Thu	01/20/2020 - Mon	MLK BIRTHDAY					
B, C	01/29/2020 - Wed	02/26/2020 - Wed	02/26/2020 - Wed	02/04/2020 - Tue	02/11/2020 - Tue	02/17/2020 - Mon	PRESIDENTS DAY					
A1	02/18/2020 - Tue	03/16/2020 - Mon	03/16/2020 - Mon	02/24/2020 - Mon	03/02/2020 - Mon							
B, C	02/27/2020 - Thu	03/25/2020 - Wed	03/25/2020 - Wed	03/04/2020 - Wed	03/11/2020 - Wed							
A1	03/17/2020 - Tue	04/15/2020 - Wed	04/13/2020 - Mon	03/23/2020 - Mon	03/30/2020 - Mon	04/10/2020 - Fri	GOOD FRIDAY	03/27/2020 - Fri				
B, C	03/30/2020 - Mon	04/27/2020 - Mon	04/23/2020 - Thu	04/05/2020 - Sun	04/12/2020 - Sun	04/10/2020 - Fri	GOOD FRIDAY					
A1	04/16/2020 - Thu	05/13/2020 - Wed	05/13/2020 - Wed	04/22/2020 - Wed	04/29/2020 - Wed							
B, C	04/28/2020 - Tue	05/26/2020 - Tue	05/26/2020 - Tue	05/04/2020 - Mon	05/11/2020 - Mon	05/25/2020 - Mon	MEMORIAL DAY					
A1	05/14/2020 - Thu	06/11/2020 - Thu	06/11/2020 - Thu	05/20/2020 - Wed	05/28/2020 - Thu	05/25/2020 - Mon	MEMORIAL DAY					
B, C	05/28/2020 - Thu	06/25/2020 - Thu	06/24/2020 - Wed	06/03/2020 - Wed	06/10/2020 - Wed			06/12/2020 - Fri				
A1	06/15/2020 - Mon	07/13/2020 - Mon	07/13/2020 - Mon	06/21/2020 - Sun	06/28/2020 - Sun	07/03/2020 - Fri	INDEPENDENCE DAY					
B, C	06/29/2020 - Mon	07/27/2020 - Mon	07/23/2020 - Thu	07/06/2020 - Mon	07/13/2020 - Mon	07/03/2020 - Fri	INDEPENDENCE DAY					
A1	07/14/2020 - Tue	08/10/2020 - Mon	08/10/2020 - Mon	07/20/2020 - Mon	07/27/2020 - Mon							
B, C	07/28/2020 - Tue	08/26/2020 - Wed	08/25/2020 - Tue	08/03/2020 - Mon	08/10/2020 - Mon			08/21/2020 - Fri		08/24/2020 - Mon	BREAK	
A1	08/11/2020 - Tue	09/10/2020 - Thu	09/09/2020 - Wed	08/17/2020 - Mon	08/28/2020 - Fri	09/07/2020 - Mon	LABOR DAY	08/21/2020 - Fri		08/24/2020 - Mon	BREAK	
B, C	08/27/2020 - Thu	09/24/2020 - Thu	09/24/2020 - Thu	09/02/2020 - Wed	09/10/2020 - Thu	09/07/2020 - Mon	LABOR DAY					
A1	09/14/2020 - Mon	10/09/2020 - Fri	10/08/2020 - Thu	09/20/2020 - Sun	09/27/2020 - Sun							
B, C	09/28/2020 - Mon	10/23/2020 - Fri	10/22/2020 - Thu	10/04/2020 - Sun	10/11/2020 - Sun							
A1	10/12/2020 - Mon	11/06/2020 - Fri	11/05/2020 - Thu	10/18/2020 - Sun	10/25/2020 - Sun							
B, C	10/26/2020 - Mon	11/20/2020 - Fri	11/19/2020 - Thu	11/01/2020 - Sun	11/08/2020 - Sun							
A1	11/09/2020 - Mon	12/08/2020 - Tue	12/07/2020 - Mon	11/15/2020 - Sun	11/22/2020 - Sun	11/26/2020 - Thu	THANKSGIVING			11/27/2020 - Fri	THANKSGIVING	
B, C	11/23/2020 - Mon	12/22/2020 - Tue	12/21/2020 - Mon	11/29/2020 - Sun	12/06/2020 - Sun	11/26/2020 - Thu	THANKSGIVING			11/27/2020 - Fri	THANKSGIVING	
A1	12/10/2020 - Thu	01/12/2021 - Tue	01/13/2021 - Wed	12/16/2020 - Wed	12/23/2020 - Wed	12/24/2020 - Thu	WINTER HOLIDAY	12/31/2020 - Thu	12/25/2020 - Fri	12/27/2020 - Sun	WINTER BREAK	
						01/01/2021 - Fri	NEW YEARS DAY					
B, C	12/23/2020 - Wed	01/26/2021 - Tue	01/25/2021 - Mon	12/29/2020 - Tue	01/05/2021 - Tue	12/24/2020 - Thu	WINTER HOLIDAY	12/31/2020 - Thu	12/25/2020 - Fri	12/27/2020 - Sun	WINTER BREAK	
						01/01/2021 - Fri	NEW YEARS DAY					
						01/18/2021 - Mon	MLK BIRTHDAY					

UEI COLLEGE

Anaheim Campus Faculty / Staff List
Campus President/Executive Director: **Raphael Glover**

Admissions
Director of Admissions: **Derron Putnam**

Business Office Manager
Sally Ibrahim

Career Services
Director of Career Services: **Nicole Tenace**

Director of Education: **Reina Madrid**

Registrar
Susan Garcia

Student Financial Services
Director of Student Finance: **Jeanett Ramirez**

Education

Faculty

Business Office Administration Program
Serjik Gholian (Part-Time)
Degree/Certifications: M.B.A Masters of Business Administration; Devry University; Master of Project Management, Devry University
Professional Experience: 21 years
David Woolgar (Part-Time)
Degree/Certifications: M.B.A Masters of Business Administration, National University, San Diego
Professional Experience: 8 years

Criminal Justice Program
Charles Cunha, Lead Instructor (Part-Time)
Degree/Certifications: A.S. Criminal Justice, Truckee Meadowns; B.S. Administration of Justice, Mountain State University; M.S. Administration of Justice, Mountain State University
Professional Experience: 17 years
Rolland Joiner (Part-Time)
Degree/Certifications: B.A. Psychology, Argosy University, Irvine;
M.A., Teaching, National University;
A.A, Criminal Justice Rhodes College
Professional Experience: 10 years

Dental Assistant Program
Martha Flores, Campus Department Chair (Full-Time)
Degree/Certifications: Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant Certified, CPR Instructor Certified
Professional Experience: 27 years
Teresa Heller (Full-Time)
Degree/Certifications: B.S. Psychology, University of Phoenix; Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant Certified, CPR Instructor Certified
Professional Experience: 15 years
Joeimee Hugo (Full-Time)
Degree/Certifications: Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant Certified, CPR Instructor Certified. Orthodontic Assisting License
Professional Experience: 12 years
Kimberly Collette (Part-Time)
Degree/Certifications: Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant Certified, CPR instructor Certified
Professional Experience: 15 years
Phillippa Palacio (Part-Time)
Degree/Certifications: Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant Certified
Professional Experience: 15 years
Christina Stirrat (Part-Time)
Degree/Certifications: Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant Certified, CPR Certified
Professional Experience: 13 years

Medical Assistant Program
Nicole Sanchez, Campus Department Chair (Part-Time)
Degree/Certifications: Medical Assistant Diploma, UEI College; MBIC

Diploma, Mt. San Jacinto College
CPR Instructor Certified
Professional Experience: 8years
Carlos Calderon (Part-Time)
Degree/Certifications: Medical Assistant Diploma, Central County ROP
CPR Instructor Certified
Professional Experience: 10 years
Joseph Alvarez (Part-Time)
Degree/Certification: Medical Assistant Diploma, Everest College,
Professional Experience: 16 years
Heather Lacara (Part-Time)
Degree/Certification: Medical Assistant Diploma, UEI College,
Professional Experience: 5 years
Erica Brooks (Part-Time)
Degree/Certification: Medical Assistant Diploma, Bryman College,
CPR Instructor Certified
Professional Experience: 17 years

Faculty

Heating, Ventilation & A/C Program

Jacob Yrigoyen, Campus Department Chair (Full-Time)
Degree/Certifications: HVAC Technician Diploma, Brownson Technical School, EPA—Universal
Professional Experience: 5 years

Ayala, Samuel (Full-Time)
Degree/Certifications: HVAC Technician Certificate of Completion, Puron, EPA—Universal
Professional Experience: 16 years

Noel Rainey (Part-Time)
Degree/Certifications: HVAC Technician Diploma, R.E.T.S Technical Center, EPA—Universal
Professional Experience: 12 years

Dennis Alvey (Full-Time)
Degree/Certifications: HVAC Technician Diploma, Wyo Tech College, EPA—Universal
Professional Experience: 3.9 years

Justin Yeager (Full-Time)
Degree/Certifications: HVAC Technician Diploma, UEI College EPA—Universal
Professional Experience: 17 years

Medical Billing & Insurance Coding Program

Sheila Haney (Part-Time)
Degree/Certifications: Certified Medical Coding Specialist (CMCS); Certified Medical Reimbursement Specialist (CMRS)
Professional Experience: 12 years

Dalila De Fiesta, Program Administrator MIBC/MFOB/ MOS (Substitute)
Degree/Certifications: Nationally Certified Medical Assistant and Limited License in X-ray, Modern Technology School of X-ray
Professional Experience: 23 years (in both Medical Coding and Medical Assisting)

UEI COLLEGE

Bakersfield Campus Faculty / Staff List
Campus President/Executive Director: **Chris Callisto**

Admissions
Director of Admissions: **Tina Gomez**
Associate Director of Admissions: **David McCabe**
Business Office Manager
Maritza Cabral

Career Services
Director of Career Services: **Alex Ford**

Education

Director of Education: **Lori Keaveny**
Associate Director of Education: **Robert Vaughn**

Registrar
Mandy Wilhelm

Student Financial Services
Director of Student Finance: **Jenn Baker**

Faculty

Automotive Technician Program
Don Farris
Degree/Certifications: N/A
Professional Experience: 17 years
Efstathios Kehagias CPM
Degree/Certifications: N/A
Professional Experience: 16 years
David Wilhelm
Degree/Certifications: N/A
Professional Experience: 6 years
Manning Taylor
Degree/Certifications: N/A
Professional Experience: 19 years
Matthew Simpson
Degree/Certifications: N/A
Professional Experience: 10 years

Business Office Administration Program
Stephanie Chambers
Degree/Certifications: AA Business Administration, Phillips Junior College
Professional Experience: 15 years

Criminal Justice
Stephen Martinez
Professional Experience: 15years
George Ripsom
Degree/Certifications: M.S Justice and Security, University of Phoenix
Professional Experience: 20 years

Dental Assistant Program
Priscilla Medina
Degree/Certifications: Registered Dental Assistant
Professional Experience: 20 years
Tasha Armstead
Degree/Certifications: Registered Dental Assistant
Professional Experience: 13 years
Regina Rosales (CDC)
Degree/Certifications: A.S. Registered Dental Assistant, SJVC
Professional Experience: 14 years
Gina Medina
Degree/Certifications: Registered Dental Assistant, SJVC
Professional Experience: 12 years
Gina Couch
Degree/Certifications: Registered Dental Assistant, SJVC
Professional Experience: 20 years
Michelle Hunt
Degree/Certifications: Registered Dental Assistant
Professional Experience: 16 years

Heating Ventilation & Air Conditioning Program
David Melendez
Degree/Certifications: AS HVAC, SJVC
Professional Experience: 7 years
Juan Arevalo
Degree/Certifications: HVAC
Professional Experience: 7 years
Roel Rodriguez
Degree/Certifications: AS HVAC, SJVC
Professional Experience: 5 years
Oscar Moreno
Degree/Certifications: AS HVAC, SJVC
Professional Experience: 11 years
Joe Cardenas
Degree/Certifications: AS HVAC, SJVC
Professional Experience: 15 years

James Hart
Degree/Certifications: HVAC Diploma, Utah tech College
Professional Experience: 16 years

Medical Assistant Program
Cynthia Salinas
Degree/Certifications: Medical Assistant Diploma, SJVC
Professional Experience: 22 years
Patricia Sipe
Degree/Certifications: medical Assistant Diploma. California College
Professional Experience: 7 years
Angela Villa CPM
Degree/Certifications: Medical Assistant Diploma, SBBC
Professional Experience: 20 years
Victor Juarez
Degree/Certifications: Medical Assistant Certificate , Regional occupations
Professional Experience: 8 years
Cherrine Rodriguez
Degree/Certifications: Medical Assistant Certificate , SJVC
Professional Experience: 15 years
Chris Martinez
Degree/Certifications: Medical Assistant Diploma UEI College
Professional Experience: 5 years
Carol Chacon
Degree/Certifications: MA Diploma, California College
Professional Experience: 15 years
Carol Byrd
Degree/Certifications: MA Diploma, N. Hollywood College
Professional Experience: 25 years
Carrie Young
Degree/Certifications: MA Diploma, SJVC
Professional Experience: 15 years

Medical Billing & Insurance Coding Program
Alex Childress
Degree/Certifications: N/A
Professional Experience: 6 years
Raven Thomas
Degree/Certifications: N/A
Professional Experience: 5 years
Raquel Foronda
Degree/Certifications: N/A
Professional Experience: 9 years

Pharmacy Technician Program
Loana Howell
Degree/Certifications: Pharmacy Technician License, CPhT
Professional Experience: 16 years
Arturo Rubio
Degree/Certifications: Pharmacy Technician License
Professional Experience: 16 years

UEI COLLEGE

Chula Vista Campus Faculty / Staff List
Campus President: **David Movsesian**

Admissions	**Education**
Director of Admissions: **Serica Martinez-Ervin**	Director of Education: **Nikole Ellis**
Business Office Manager	**Registrar**
Brenda Owen	**Tashaurie Rogers**
Career Services	**Student Financial Services**
Director of Career Services: **Maria Simard**	Director of Student Finance: **Jennifer Bauske**

Faculty

Criminal Justice Program

Jason Kaplan
Degree/Certifications: BA in Criminal Justice
Institution: John Jay College of Criminal Justice
Degree/Certifications: Juris Doctorate
Institution: Thomas Jefferson School of Law, San Diego

Martin Nunez
Degree/Certifications: Bachelor of Science, Criminal Justice
Institution: San Diego State University
Degree/Certifications: Juris Doctorate
Institution: California Western School of Law, San Diego

Clifton Emison
Degree/Certifications: BA in Criminal Justice
Institution: The University of New Mexico
Degree/Certifications: MS in Criminal Justice
Institution: Kaplan University
Degree/Certifications: J.D.
Institution: National University

Dental Assistant Program

Shawn Johnson
Degree/Certifications: Dental Assistant Diploma
Institution: Concorde Career Institute
Degree/Certifications: Registered Dental Assistant Extended Functions
Institution: Dental Board of California

Claudia Avalos
Degree/Certifications: Dental Assistant Diploma
Institution: Pima Medical Institute
Degree/Certifications: Registered Dental Assistant
Institution: Dental Board of California

Humberto Juarez
Degree/Certifications: Registered Dental Assistant
Institution: Professional Dental Enterprises/Dental Board of California

Zelma Leon
Degree/Certifications: Registered Dental Assistant
Institution: Dental Board of California

Edgar Meneses
Degree/Certifications: Dental Assistant Diploma
Institution: Concorde Career College
Degree/Certifications: Registered Dental Assistant
Institution: Dental Board of California

Crystal Crosland
Degree/Certifications: Dental Assistant Diploma
Institution: Concorde College
Degree/Certifications: Registered Dental Assistant
Institution: Dental Board of California

Cindi Weaver
Degree/Certifications: AA Business Administration
Institution: Mesa Community College—San Diego, CA
Degree/Certifications: Registered Dental Assistant
Institution: Dental Board of California

Carmen Gamboa
Degree/Certifications: Dental Lab TA for Dental Restoration
Institution: Applied Dentsitry
Degree/Certifications: Registered Dental Assistant
Institution: Dental Board of California

HVAC Program

Gregory Cowell
Degree/Certifications: HVAC Certificate
Institution: Summit Technical College
Degree/Certifications: EPA Universal Certification
Institution: ESCO
Degree/Certifications: EPA 609
Institution: ESCO
Degree/Certifications: 410A
Institution: ESCO
Degree/Certifications: Hydrocarbon Refrigerant Certificate
Institution: ESCO

Ammar Al Dulaimi
Degree/Certifications: BS Chemical Engineering
Institution: Baghdad University
Degree/Certifications: MS Electrical Engineering
Institution: National University
Degree/Certifications: EPA Clean Air Section 608, Type II, III

Tim Loveall
Degree/Certifications: Associates of Arts
Institution: Grossmont College
Degree/Certifications: EPA Universal Certification

Dell Shaw
Degree/Certifications: EPA 608
Institution: ESCO
Degree/Certifications: EPA Clean Air 608
Institution: ESCO
Degree/Certifications: Residential Heating and Air Conditioning Tech
Institution: Rets Tech Center

Robert Armenta
Degree/Certifications: EPA 608
Institution: ESCO
Degree/Certifications: EPA Clean Air 608
Institution: ESCO
Degree/Certifications: Residential Heating and Air Conditioning Tech
Institution: Rets Tech Center

Phillip Hunter
Degree/Certifications: EPA Universal Certification
Institution: ESCO

Faculty

Medical Assistant Program

Sarah Carrillo
Degree/Certifications: Medical Assistant Graduate
Institution: UEI College

Michael Curry
Degree/Certifications: MBA
Institution: University of Scranton
Degree/Certifications: BS in Health Care Management
Institution: Southern Illinois University Carbondale
Degree/Certifications: AS Health Science Lab Technology
Institution: George Washington University

Oscar Gallardo-Huizar
Degree/Certifications: AA in Music (Mariachi Performance)
Institution: Southwestern College
Degree/Certifications: M.D.
Institution: Universidad Autonoma de Baja California
Degree/Certifications: Certified Higher Education Professional
Institution: Career Education Colleges and Universities

David Rose
Degree/Certifications: Medical Training
Institution: Surface Warfare Medical Institute

Angelica Salcido
Degree/Certifications: BAS
Institution: Community Health and Education

Ana Lujano
Degree/Certifications: Medical Assistant Diploma
Institution: Kaplan College
Degree/Certifications: Registered Medical Assistant
Institution: American Medical Technologists
Degree/Certifications: Certified Higher Education Professional
Institution: Career Education Colleges and Universities

Blanca Castillo
Degree/Certifications: Medical Assistant Diploma
Institution: Concorde Career College

Rosie Ortega de Ramirez
Degree/Certifications: Medical Assistant
Institution: Regional Occupational Center

Capri Lark
Degree/Certifications: Medical Assistant
Institution: Concorde Career College

Daysi Consuegra
Degree/Certifications: Medical Assistant
Institution: UEI College
Degree/Certifications: Certified Clinical Medical Assistant
Institution: NHA

Medical Office Specialist Program

Angela Criollos
Degree/Certifications: Medical Assistant Diploma
Institution: UEI College

Julia Kau'we
Degree/Certifications: Medical Assistant Diploma
Institution: UEI College
Degree/Certifications: Certified Higher Education Professional
Institution: Career Education Colleges and Universities

Business Office Administration Program

Freeman Liban
Degree/Certifications: Computer Networking Diploma
Institution: Meric College
Degree/Certifications: A+ Certified Professional
Institution: CompTIA
Degree/Certifications: MCSE, MCDBA
Institution: Microsoft

Ronald Pena
Degree/Certifications: AA in Liberal Arts with an Emphasis of Human Behavior
Institution: San Diego City College

Automotive Technician Program

Emmanuel Estrada
Degree/Certifications: Masters of Business Administration
Institution: University of Redlands
Degree/Certifications: Bachelor of Science in Business Administration
Institution: University of Phoenix
Degree/Certifications: Automotive Technology and Repair
Institution: Universal Technical Institute
Degree/Certifications: ASE Automotive Master Technician
Institution: National Institute of Automotive Service Excellence

Guadalupe "Jr." Corrales
Degree/Certifications: Electronic Program
Institution: ITT Technical Institute
Degree/Certifications: ASE Certified Service Consultant, Engine Repair, Heating and Air Conditioning, Advance Engine Performance Training
Institution: National Institute of Automotive Service Excellence
Degree/Certifications: ASE Tech Training Lamps and Brakes
Institution: National Institute of Automotive Service Excellence

Steve Keevil
Degree/Certifications: Associate of Science—Administration of Justice
Institution:
Degree/Certifications: ASE Certified Engine Repair, Brakes, Engine Performance, Heating and Air Conditioning
Institution: National Institute of Automotive Service Excellence
Degree/Certifications: Engine Tune Up and Emission Control Systems
Institution: Regional Occupational Program

UEI COLLEGE

Encino Campus Faculty / Staff List
Senior Campus President/Executive Director: **Jackie Azizyan**

Admissions
Director of Admissions: **Ronak Vartanian**

Business Office Manager
Vagarsh "Vee" Megrabyan

Career Services
Director of Career Services: **Ricardo Grizzelle**
Associate Director of Career Services: **Keith Reed**

Education
Director of Education: **Walter Guevara**

Registrar
Flor Alvarenga

Student Financial Services
Director of Financial Services: **Ali Shaub**

Faculty

Business Office Administration Program
Oscar Hernandez, Lead Instructor
M.A. Public Administration, CSUN
Professional Experience: 19 years, Part-time
Crystal Ramirez
B.A. Liberal Arts, CSUN,
Professional Experience: 14 years, Full-time

Criminal Justice Program
Israel Cuellar
Degree/Certifications: Associate of Science Administration of Justice, Azusa Pacific University
Professional Experience: 17 years, Full-time
Randall Shrewsberry
Degree/Certifications: Ohi
Professional Experience: 20 years, Part-time

Dental Assistant Program
Delma Rubalcvava, Campus Department Chair
CA Registered Dental Assistant #52516 CPR, X-ray, Sealants, Coronal Polishing, HIPAA, Infection Control, Dental Practice Act, 30 Hours Methodology
Professional Experience: 32 years, Full-time
Patricia Garcia
CA Registered Dental Assistant #70258, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, 30 Hours Methodology Bryman College Diploma
Professional Experience: 14 years, Part-time
Daniel Magana
CA Registered Dental Assistant #75812, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, 30 Hours Everest College Diploma
Professional Experience: 10 years,
Magnolia Mendiola
CA Registered Dental Assistant #66891, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, 30 Hours Methodology
Professional Experience: 22 years, Substitute
Shema Villanueva
CA Registered Dental Assistant #75812, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, 30 Hours Professional Experience: 20 years,
Ma. Lourdez Villar
CA Registered Dental Assistant #75812, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, 30 Hours Methodology , Professional Experience: 28 years

Heating, Ventilation & Air Conditioning
Armen Vartanian, Campus Department Chair
EPA 608 Certified
Professional Experience: 15years, Part-time
Joseph Boodanian
AS Real Estate, Glendale Community College, EPA 608 Certified
Professional Experience: 15 years, Part-time
Karo Berberyan
Wyotech, EPA 608 Certified
Professional Experience: 10years, Part-time
Seyed Mahmoudi
AS Refrigeration and Air Conditioning Mechanics, Los Angeles Trade Technical College,EPA 608 Certified , 410-A Professional Experience: 22 years, Part-time

Alex Sanchez
BS in Technical Management, DeVry University, EPA 608 Certified,
Professional Experience: 18years, Part-time

Medical Billing & Insurance Coding Program
Lisa Lipkins, Lead Instructor
MBIC Diploma, AAPC Member, CPC,
M.S. in Healthcare Administration, West Coast University
Professional Experience: 21 years, Full-time

Pharmacy Technician Program
Rosa Posada, Lead Instructor
CA Pharmacy Technician License, CPR, HIPAA, MA Diploma, Downey Community Center, PT Lic. # 81909
Professional Experience: 12 years, Full-time
Sandra Posluszny
CA Pharmacy Technician License, HIPAA, CPR, Career Colleges of America, PT Lic. # 612557, MA & MIBC Diploma
Professional Experience: 13 years, Part-time

Medical Assisting Program
Fernando Rosales, Program Campus Manager
MA Diploma, CPT-1, X-Ray Tech, CPR, HIPAA, Kaplan
Professional Experience: 12 years, Full-time
Payal Desai
MA Diploma, HIPPA, CPR, OSHA, UEI College
Professional Experience: 4 years, Part-time
Elizabeth Murillo
MA Diploma, CPT-1, CPR, HIPAA, UEI College
Professional Experience: 7 years, Full-time
Jose Rivera
MA Diploma, CPR, HIPAA, UEI College
Professional Experience: 20 years, Full-time
Reina Rodriguez
MA Diploma, CPR, HIPAA, American Career College
Professional Experience: 21 years, Full-time
Cynthia Serrano
MA Diploma, CPR, HIPAA, American Career College
Professional Experience: 22 years, Part-time

UEI COLLEGE

Fresno Campus Faculty / Staff List
Campus President/Executive Director: **Ada Gerard**

Admissions
Director of Admissions: **Tina Gomez**
Associate Director of Admissions: **Luis Nunez**

Business Office Manager
Maria Coley

Career Services
Director of Career Services: **Ashley McBride**

Education
Director of Education: **Dr. True Moua**
Associate Director of Education: **Renee Mendoza**

Registrar:
Registrar: **Patricia Lopez**
Assistant Registrar: **Matthew Herrera**

Student Financial Services
Interim Director of Finance: **Maria Alonzo**

Faculty

Business Office Administration Program
Terry Lawrence
Degree Certification: ITT - Masters Degree in Accounting
Professional Experience: 24 years
Jordan Escovedo
Degree Certification: University of Phoenix Masters in Business Administration
Professional Experience: 4 years
Bruce Hoffman
Degree/Certifications: Chapman University-Bachelors of Arts Business Administration & Economics, Master of Arts Curriculum and Instruction, Administrative & Instruction Teaching Credential
Professional experience: 19 years

Criminal Justice Program
Christopher Hulsey (Lead)
Degree/Certifications: N/A
Professional Experience: 15 Years
Michael Gouff
Degree/Certifications: N/A
Professional Experience: 25 years
Dr. Wanda Rexach
Degree Certification: Bible Way Institute of New England– Doctorate of The-ology
Prairie View A&M-Masters of Arts Sociology/Counseling
City College of NY-Bachelors of Arts Sociology/Psychology
Professional Experience: 37 years
Fernando Silva
Degree/Certifications: San Joaquin Valley College - Associate of Science, Pharmacy Technology
Professional Experience: 5 Years

Pharmacy Technician Program
Michael Lee (Lead)
Degree/Certifications: PT Licensed; California State Licensed
Professional Experience: 10 years
Afsheen Lankford
Degree/Certifications: PT Licensed; California State Licensed, PTCB National Certification
Professional Experience: 18 years
George Delgado
Degree/Certifications: Associates of Science in PT
Professional Experience: 4 years
Stephanie Sanchez
Degree/Certifications: PT Licensed; California State Licensed, PTCB Certification, MCed College-Pharmacy Technician
Professional Experience: 10 Years

Dental Assistant Program
Michele Montez (CDC)
Degree/Certifications: San Joaquin Valley College - Dental Diploma Program
Professional Experience: 32 years
Noah Replogle
Degree/Certifications: SJVC - Registered Dental Assistant
Professional Experience: 21 years

Janet Gutierrez
Degree/Certifications: Registered Dental Assistant
Professional Experience: 9 years
Degree/Certifications: Kaplan College— Associates Degree, Dental Assistant Diploma Professional Experience: 7 years
Martha Perales
Degree/Certifications: - Central Valley College - Dental Assistant Diploma Program
Professional Experience: 30 years
Jason Fischer
Degree/Certifications: - San Joaquin Valley College– Associate Degree in Dental Assisting
Professional Experience: 8 years

Medical Billing & Insurance Coding Program
Nikita Taylor
Degree/Certifications: Beverly Training School—Certified Nursing Assistant
Penn Foster College—Medical Billing and Coding Certificate
Professional Experience: 6 years

UEI COLLEGE

Fresno Campus Faculty / Staff List
Campus President/Executive Director: **Ada Gerard**

Faculty

Medical Assistant Program
Vanessa Garcia (CPM)
Degree/Certifications: Fresno City College - Associate Registered Nursing,
Medical Assistant, BLS Certified
Professional Experience: 22 years
Julio Alfaro
Degree/Certifications: Universidad de El Salvador– Doctor of Medicine
Professional Experience: 16 years
Erika Razo
Degree/Certifications: Kaplan College– Medical Assistant
Fresno Adult School– Medical Front Office
Professional Experience: 6 years
Alma Aparicio
Degree/Certifications: SJVC- Medical Assistant
Professional Experience: 6 years
Javier Diaz
Degree/Certifications: UEI College– Medical Assistant
Professional Experience: 6 years
Chrystal Cates
Degree Certification: San Joaquin Valley College– Associate of Science—Medical Assistant
Professional Experience: 6 years
Alodie Martinez
Degree/Certifications: MCed Career– MA/EKG Tech
Professional Experience: 6 years
Rick Angulo
Degree/Certifications: Meric College—Medical Assistant
Professional Experience: 11 years
Martha Miranda
Degree/Certifications: Galen College—Medical Assistant
Professional Experience: 17 years
Samantha Lee
Degree/Certifications: Galen College - Medical Assisting Diploma
Professional Experience: 8 years
Brittney Steiner
Degree/Certifications: Heald College-AS Degree Front Office & Medical Assisting
Professional Experience: 13 years
John Murdock
Degree/Certifications: Fresno Adult School– Medical Assisting
Professional Experience: 13 years

Heating Ventilation and Air Condition
Christopher Bain (CDC)
Degree/Certifications: Institute of Technology-HVAC
Professional Experience: 5 years
Jerry Thompson
Degree/Certifications: Navy Class C HVAC School
AA Liberal Studies
Professional Experience: 40 years
Aaron McFarland
Degree/Certifications: Institute of Technology– HVAC/EPA Certification
Professional Experience: 6 years
Juan Renobato
Degree/Certifications: Fresno City College – HVAC
Professional Experience: 19 years
Jeremy Patch
Degree/Certifications: N/A
Professional Experience: 14 years
James Boffemmyer
Degree Certification: San Joaquin Valley College HVAC
Professional Experience: 13 years
Mark Labitad
Degree Certification: Institute of Technology, HVAC
Professional Experience: 6 years

Keith Kent
Degree Certification: Institute of Technology HVAC
Professional Experience: 13years
Louie Lopez
Degree/Certifications: N/A
Professional Experience: 5 years

UEI COLLEGE

Gardena Campus Faculty / Staff List
Campus President: **Tim Gramling, LP.D.**

Admissions
Director of Admissions: **Brenda Casas**

Career Services
Director of Career Services: **Marco Guerrero**

Financial Services
Director of Financial Services: **Nancy Rivera**
Education

Director of Education: **Rosa Corrales**

Registrar
Evelyn Villalta

Student Financial Services
Student Account Manager: **Abelardo Hernandez**

Faculty

Automotive Technician
    Kevin Barkley
Degree/Certifications: Universal Technical Institute
Associates in Automotive, ASE Certified
Professional Experience: Over 21 years
    Edik Galstjan
Degree/certifications: ITT Technical Institute
Associates in Electronics Engineering
Professional Experience: Over 11 years
    Charles Wells
Degree/Certifications: UEI College– Automotive Technician
CA State Smog Certified, CA Break Adjuster Certified, ASE G1, Hybrid Battery
Certified
Professional Experience: Over 7 years
    Steve Caruso Auto Lead Instructor
Degree/Certifications: California BAR Instructor, ASE recertified
Master Automotive Technician
Professional Experience: Over 36 years

Business Office Administration Program
    Frank Ezenekwe
Degree/Certifications: BA, University of Wolverhampton and MBA, Western Governors University
Professional Experience: Over 11 years
    Valerie Little
Degree/Certifications: Doctor of Education, Organizational Leadership
Pepperdine University
Professional Experience: Over 17 years

Criminal Justice Program
    Eduardo Arellano
Degree/Certifications: California State University, Dominguez Hills
Master of Public Administration
Professional Experience: Over 29 years
    Arthur Anderson
Degree/Certifications: M.S. Criminal Justice & Administration, University of Phoenix
Professional Experience: Over 11 years

Dental Assistant Program
    Angela Abernathy
Degree/Certifications: LA Community College, Associates of Arts-Dental Assisting
Registered Dental Assistant
Professional Experience: Over 16 years
    Dr. Theresa Fernandez
Degree/Certifications: Manila Central University, Doctor of Dental Surgery; Registered Dental Assistant
Professional Experience: Over 21 years
    Larice Washington
Degree/Certifications: Level I-II and Health Education, Health Science and Medical
Terminology Credential, Registered Dental Assistant,
Professional Experience: Over 31 years
    Vannessa Davis
Degree/Certifications: Registered Dental Assistant, Bryman College
Professional Experience: Over 19 years
    Erin Wells
Degree/Certifications: Dental Assistant Diploma, Everest College
Registered Dental Assistant
Professional Experience: Over 11 years

Heating Ventilation Air Conditioning (HVAC)
    Kevin Alvarado
Degree/Certifications: HVAC Diploma, Orange Coast College
Professional Experience: Over 6 years
    Keith Lucas
Degree/Certifications: National Institute of Technology RHVAC Diploma
EPA Certified
Professional Experience: Over 21 years

    Phillip Walker
Degree/Certifications: National Institute of Technology RHVAC Diploma
EPA Certified
Professional Experience: Over 19 years
    Raymond Doty

Degree/Certifications: HVAC Diploma, United Education Institute
EPA Certified
Professional Experience: Over 6 years

Medical Assistant Program
    Juan Gomez
Degree/Certifications: Nova Institute of Health &Technology
Medical Assistant Diploma, X ray License
Professional Experience: Over 21 years
    Jessica Ermitano
Degree/Certifications: Southern CA Regional Occupation Center
Medical Assistant Diploma, Professional Experience: Over 11 years
    Ivan Barajas
Degree/Certifications: United Education Institute
Medical Assistant Diploma, Professional Experience: Over 4 years
    Oscar Perez
Degree/Certifications: UEI College, Medical Assistant Diploma,
Registered Medical Assistant
Professional Experience: Over 6 years
    Esperanza Navarro
Degree/Certifications: Medical Assistant Certification ROP-Cerritos
Professional Experience: Over 6 years
    Mark Maloney
Degree/Certifications: Medical Assistant, Bryman College
Professional Experience: Over 13 years
    Camille Garcia
Degree/Certifications: Everest College
Medical Assistant Diploma, Professional Experience: Over 22 years
    Lydia Laguna
Degree/Certifications: Career Colleges of America
Medical Assistant Diploma, Professional Experience: Over 10 years

Medical Billing & Insurance Coding Program
    Christine Silva
Degree/Certifications: Medical Assistant Diploma– Bryman College, Certificate in
Medical Receptionist, Medical Billing & Coding
Professional Experience: Over 12 Years
    Seminolia Lamar
Degree/Certifications: Workers Compensation Extension Course UCLA, LACC
Courses in Medical Billing & Coding
Professional Experience: Over 30 Years
    Mike Diaz
Degree/Certifications: Medical Billing & Coding Diploma Comprehensive Training
Sytems
Professional Experience: Over 30 Years

Pharmacy Technician Program
    Romeo Sosa
Degree/Certifications: East LA College- AA Natural Sciences, AA Social and Human Behavioral Sciences. Amcerican Career College- Pharmacy Technician Certificate
NHA Pharmacy Technician Certicatation (CPht), PTCB Pharmacy Technician Certification (CPht) Professional Experience: Over 8 years
    Norma Ruiz
Degree/Certifications: Everest College- Pharmacy Technician Diploma
Pharmacy Technician License
 Experience: Over 9 years

UEI COLLEGE

Huntington Park Campus Faculty / Staff List
Campus President/Executive Director: **John Esprio**

Admissions
Director of Admissions: **Marie Guerrero**

Registrar
Karla Martinez

Business Office Manager
Betty Alvarez

Student Financial Services
Director of Student Finance: **Lupe Alvarado**

Career Services
Associate Director of Career Services: **Claudia Dzul**

Education
Associate Director of Education: **Crystal Zamudio**

Faculty

Business Office Administration Program

Timothy Sutton (part-time)
Degree/Certifications: Associate Degree, Information Systems
National Education Center
Professional Experience: 31 years

Matthew Blackwood (part-time)
Degree/Certifications: Masters in Business Administration, University of Phoenix, B.A Theology, Fresno Pacific University.
Professional Experience: 13 years

Maryam, Abadi (part-time)
Degree/Certifications: Technology and Management, Oregon Institute of Technology
Master of Business Administration, Western Governors University
Professional Experience: 17 years

Criminal Justice Program

Joe, Clayton, (part-time)
Degree/Certifications: MS Degree Criminal Justice/Legal Studies, Grand Canyon University.
BS– Criminal Justice Management, Union Institute and University
Professional Experience: 20 years

Ralph Calvete (part-time)
Degree/Certifications: Associate of Science od Administration of Justice
BS– Criminal Justice, Law Enforcement
Professional Experience: 26 years

Dental Assistant Program

Esther Wysinger (full-time)
Department Chair for Dental Assistant
Degree/Certifications: Registered Dental Assistant, Dental Board of California Coronal Polish Certificate, Pit & Fissure Sealant Certificate, Radiology License, CPR Certified, Bachelors of Science in Psychology, University of Phoenix
Professional Experience: 22 years

Miriam Ramirez (part-time)
Degree/Certifications: Registered Dental Assistant, Dental Board of California Coronal Polish Certificate, Pit & Fissure Sealant Certificate, Radiology License, CPR Certified
Professional Experience: 17 years

Rosario Delia Camacho (part-time)
Degree/Certifications: Registered Dental Assistant, Dental Board of California Coronal Polish Certificate, Pit & Fissure Sealant Certificate, Radiology License, CPR Certified
Professional Experience: 45 years

Silvia Davis (full-time)
Degree/Certifications: Registered Dental Assistant, Associate of Arts in Interdisciplinary Studies, Los Angeles Southwest College. Dental Board of California Coronal Polish Certificate, Pit & Fissure Sealant Certificate, Radiology License, CPR Certified
Professional Experience: 15 years

Tania Minero (full-time)
Degree/Certifications: Registered Dental Assistant, Dental Board of California Coronal Polish Certificate, Pit & Fissure Sealant Certificate, Radiology License, CPR Certified
Professional Experience: 9 years

Veronica Martinez (full-time)
Degree/Certifications: Registered Dental Assistant, Dental Board of California Coronal Polish Certificate, Pit & Fissure Sealant Certificate,
Radiology License, CPR Certified
Professional Experience: 13 years

Lisa Uriarte (part-time)
Degree/Certifications: Registered Dental Assistant, Dental Board of California Coronal Polish Certificate, Pit & Fissure Sealant Certificate, Radiology License, CPR Certified
Professional Experience: 12 years

Wendy Palacios (part-time)
Degree/Certifications: Registered Dental Assistant, Dental Board of California Coronal Polish Certificate, Pit & Fissure Sealant Certificate, Radiology License, CPR Certified
Professional Experience: 19 years

Dennis Garcia (part-time)
Degree/Certifications: Doctor of Dental Medicine, Unciano College of Dentistry, CPR Certified
Professional Experience: 20 years

Medical Assistant Program **Brendalyth Alvarez (full-time)**

Degree/Certifications: National Certified Medical Assistant, Medical Assistant Diploma, UEI College, Huntington Park, CPR Certified
Professional Experience: 7 years

Diana Arevalo—(Part-Time)
Degree/Certifications: (**Medical Assistant Diploma**
CPR Certified
Professional Experience: 12 years

Nardeen A Shaker (Part-time)
Degree/Certifications: Doctor in Medicine, ,
CPR Certified
Professional Experience: 20 years
Professional Experience: 15 years
Professional Experience: 7 year

Noemi De la Torre (part-time)
Degree/Certificates: Medical Assistant Diploma, UEI College,
CPR Certified
Professional Experience: 7 years

Karina Molina (part-time)
Degree/Certificates: Medical Assistant Diploma, A Technical College,
CPR Certified
Professional Experience: 3 years

Ms. Fierro (part-time)
Degree/Certificates: Medical Assistant Diploma, A Technical College,
CPR Certified
Professional Experience: 3 years

Ms. Lacayo (part-time)
Degree/Certificates: Medical Assistant Diploma, American Career College
CPR Certified
Professional Experience: 10 years

Mrs. Huerta (part-time)
Degree/Certificates: Medical Assistant Diploma, A Technical College,
CPR Certified
Professional Experience: 3 years

Mrs. Sandoval (full-time)
Degree/Certificates: Medical Assistant Diploma, Concorde College,
CPR Certified
Professional Experience: 20 years

Medical Office Specialist

Marco Gomez(Part-Time)
Degree/Certificates: National Certified Medical
Assistant, Medical Assistant Diploma, Everest
College, CPR Certified
Professional Experience: 15 years

Zulma Yes (full- time)
Degree/Certificates: National Certified Medical
Assistant, Medical Assistant Diploma, Everest
College, CPR Certified
Professional Experience: 9 years

Heating, Ventilation and Air Conditioning

Marco Alvarez
Degree/Certificates: HVAC Technician, EPA
License
Professional Experience: 3 years

Maurice Elrington (Full-time)
Degree/Certificates: HVAC Technician, Univer-
sity SDA Technical School , EPA
License
Professional Experience: 3 years

Gilbert Cabaong (Full-time)
Degree/Certificates: HVAC Technician, EPA
License
Professional Experience: 32 years

Seneca, Turner(part-time)
Degree/Certificates: HVAC Technician, EPA
License
Professional Experience: 15 years

Ontario Campus Faculty / Staff List
Campus President: **Robert Pope**

Admissions
Director of Admissions: **Andrew Croulet**

Business Office Manager
Herman Bavinck

Career Services
Director of Career Services: **Renee Guerrero**

Director of Education: **Juan Carrillo**

Registrar
Shelby Ojito

Student Financial Services
Director of Student Finance: **Dan Peng**

Education

Faculty

Business Office Administration Program
Christina Garcia
Degree/Certifications: B.A. Communication, Platt College
Professional Experience: 13 years

Criminal Justice Program
Leon Tabor
Degree/Certifications: California Basic Post Certificate P.C. 832 Arrest and Firearms, Basic Law Enforcement Academy Certificate Interview and Interrogation
Professional Experience: 24 years
Calvin Blakely
Degree/Certifications: A.A. Criminal Justice Compton Community College California
Professional Experience: 43 years
Frank Goeckner
Degree/Certifications: B.S. Criminal Justice; CPR Certified
Institution: California State University Long Beach
Professional Experience: 31 years

Dental Assistant Program
Virginia Hughes, Campus Department Chair
Degree/Certifications: Dental Assisting Certificate, Los Angeles Unified School District—Division of Adult and Occupational Education; Registered Dental Assistant; Coronal Polishing Certified, X-ray license, Sealant Certified, BLS Instructor Certified
Professional Experience: 16 years
Silvia Duarte
Degree/Certifications: Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant Certified, Ultra Sonic Scaling, BLS Instructor Certified
Professional Experience: 26 years
Tamika Coleman
Degree/Certifications: Dental Assistant Diploma, UEI College, Ontario; Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant Certified, BLS Instructor Certified
Professional Experience: 4 years
Cecil Ureta
Degree/Certifications: Dental Assistant Diploma, UEI College, Ontario, Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant, BLS Instructor Certified
Professional Experience: 11 years
Jocelyn Covarrubias
Degree/Certifications: Dental Assistant Diploma, UEI College, Ontario, Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant,
Professional Experience: 10 years
Sandra Chalupa
Degree/Certifications: Dental Assistant Diploma, UEI College, Ontario, Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant, BLS Instructor Certified
Professional Experience: 17 years
Alvaro Rubio
Degree/Certifications: Dental Assistant Diploma, American Career College, Ontario, Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant
Professional Experience: 6 years

Heating Ventilation and Air Conditioning Program
Ignacio Gutierrez
Certification: EPA Universal Refrigerant Transition and Recovery Certification
Professional Experience: 27 years

Matthew Mercier
Certifications: EPA Universal Refrigerant Transition and Recovery

Certification
Professional Experience: 16 years
Matthew Olguin
Certifications: EPA Universal Refrigerant Transition and Recovery Certification
Professional Experience: 16 years
Paul Kornyei
Degree/Certifications: A.S. Heating Ventilation and Air Conditioning
Institution: San Joaquin Valley College
Professional Experience: 3 years

Medical Assistant Program
Terisa Castillo, Campus Program Manager (MA/MOS)
Degree/Certifications: Medical Assistant Diploma, Modern Technology School of X-ray; BLS Instructor Certified
Professional Experience: 18 years
Erin Edzards
Degree/Certifications: Medical Assistant Diploma, Bryman College, San Bernardino, CA, BLS Instructor Certified
Professional Experience: 12 years
Mariel Mendez
Degree/Certification: National Certified Medical Assistant, Concorde Career Institute; BLS Instructor Certified
Professional Experience: 15 years
Martha Landeros
Degree/Certification: BLS Instructor Certified
Professional Experience: 6 years
Franshella Hopkins
Degree/Certification: Medical Assistant Diploma, Bryman College, CPR Instructor Certified
Professional Experience: 5 years
Jessica Alverson
Degree/Certifications: Medical Assistant Certification, California Medical Board; CCMA, California Certifying Board of Medical Assistants; BLS Instructor Certified
Professional Experience: 22 years
Sasha Bracamonte
Degree/Certifications: Medical Assistant Diploma, American Career College
Professional Experience: 10 years
Cheryl Piazza
Degree/Certifications: Medical Assistant Diploma, Concorde, San Bernardino, CA; BLS Instructor Certified
Professional Experience: 19 years

Medical Office Specialist
Ana Martinez
Degree/Certifications: Medical Assistant Certificate, Bryman College; BLS Instructor Certified
Professional Experience: 3 years
Latoya Lee
Degree/Certifications: HCME/Medical Biller Diploma, American Career College
Professional Experience: 8 years

Riverside Campus Faculty / Staff List
Campus President: **Kevin Quirk**

Admissions
Director of Admissions: **Adrian Asadourian**

Business Office Manager
Yolanda Gibson

Career Services
Director of Career Services: **Hilda Velarde**

Education

Director of Education: **Mark Platt**
Associate Director of Education: **Stephanie Navarro**

Registrar
Tracy Morales

Student Financial Services
Director of Student Finance: **Johanna Mejia**

Student Account Manager
Jennifer Garcia

Faculty

Business Office Administration
Arturo Bauer
Degree/Certifications: B.A. Business Administration, Masters of Business Administration
Institution: DeVry University, Keller Graduate School of Management
Professional Experience: 12 years

Criminal Justice
Charles Barton
Degree/Certifications: B.A. Criminal Justice with Minor in Private Security; CPR Certified
Institution: Northern Arizona University
Professional Experience: 26 years
Rolland Joiner
Degree/Certifications: B.A. Psychology
Institution: Argosy University, Irvine, CA
Degree/Certification: M.A. Teaching
Institution: National University
Degree/Certification: A.A. Criminal Justice
Institution: Rhodes College
Professional Experience: 10 years

Dental Assistant
Nancy Soza, Campus Department Chair
Degree/Certifications: A.A. Interdisciplinary Studies; Registered Dental Assistant, X-ray, Coronal Polish, Pit and Fissure Sealant Certified, Ultrasonic Scaling, BLS Instructor Certified
Institution: Kaplan University; United Education Institute
Professional Experience: 17 years
Kanick Babb
Degree/Certifications: Dental Assistant Diploma; Registered Dental Assistant, Coronal Polish, X-ray, Pit & Fissure Sealant Certified
Institution: Mission Trails ROP
Professional Experience: 15 years
Jennifer Covarrubias
Degree/Certifications: Registered Dental Assistant, X-ray, Coronal Polish, Pit and Fissure Sealant, Ultrasonic Scaling
Institution: San Jacinto College
Professional Experience: 7yrs
Genevieve Guzman
Degree/Certifications: Dental Assistant Diploma; Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant Certified
Institution: Everest College
Professional Experience: 3 years

Penelope Anne Kleibacker
Degree/Certifications: Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant Certified, Ultrasonic Scaler, BLS Certified, CPR Instructor Certified
Institution: College of Alameda
Professional Experience: 10 years

Laura Daugherty
Degree/Certifications: Dental Assistant Diploma; Registered Dental Assistant, X-ray, Coronal Polish, Pit and Fissure Sealant Certified
Institution: Concord Career College
Professional Experience: 21 years

Tasha Smith
Degree/Certifications: Dental Assistant Diploma; Registered Dental Assistant, X-ray, Coronal Polish, Pit and Fissure Sealant Certified, Ultrasonic Scaling
Institution: Concorde Career College
Professional Experience: 18 years
Gyvanee Sombath
Degree/Certifications: Dental Assistant Diploma; Registered Dental Assistant, X-ray, Coronal Polish, Pit and Fissure Sealant Certified, Ultrasonic Scaling
Institution: Cypress College
Professional Experience: 9 years
Angelina Vasquez
Degree/Certifications: Dental Assistant Diploma; Registered Dental Assistant, X-ray, Coronal Polish, Ultrasonic Scaling
Institution: San Joaquin Valley College
Professional Experience: 23
Lisa Whitehead
Degree/Certifications: Registered Dental Assistant, X-ray, Coronal Polish, Pit and Fissure Sealant, Ultrasonic Scaling
Institution: Nova Institute of Health Technology
Professional Experience: 10 years
Maria Yanez
Degree/Certifications: Dental Assistant Diploma; Registered Dental Assistant, X-ray, Coronal Polish, Pit and Fissure Sealant Certified
Institution: Chaffey College
Professional Experience: 11 yrs

Heating, Ventilation and Air Conditioning
Brian Jackson, Campus Department Chair
Degree/Certifications: A.S. Heating Ventilation and Air Conditioning
Institution: San Joaquin Valley College
Professional Experience: 3 years
Ricardo Galinato
Degree/Certifications: B.S. Mechanical Engineering, EPA Universal, NATE Certified
Institution: Mapua Institute of Technology
Professional Experience: 18 years
Sam Hachim
Degree/Certifications: Air Conditioning & Refrigeration
Institution: Mount San Antonio College
Professional Experience: 9 years
Kenneth Marrs
Certifications: Heating Ventilation and Air Conditioning
Institution: United Education Institute
Professional Experience: 3 years

Faculty

Heating, Ventilation and Air Conditioning (continued)

Jason Morris
Certifications: Gas Heating Service, Heat Pumps Service, HVAC Fundamentals, HVAC Electrical AC Theory, HVAC Electrical Common Components, HVAC Electrical Motors, HVAC Refrigeration
Institution: HVACRedu.net Training
Professional Experience: 12 years

Richard Ortega
Degree/Certifications: HVAC and Refrigeration Certificate EPA Certified
Professional Experience: 21 years

Brian Vasquez
Degree/Certifications: HVAC and Refrigeration Certificate MNT SAC; EPA Certified
Professional Experience: 21 years

Medical Assistant

Brenda Helguera
Degree/Certifications: Medical Assistant Diploma, CPR, EMT
Institution: Bryman College, Saddleback College
Professional Experience: 13 years

Rosaura Madrigal
Degree/Certifications: Medical Assistant Diploma, CPR
Institution: United Education Institute
Professional Experience: 7 years

Steve Dovalina
Degree/Certifications: Medical Assistant Diploma
Institution: Bryman College
Professional Experience: 3 years

Matthew Padilla
Degree/Certifications: Medical Assistant Diploma, X-Ray, CPR
Institution: Modern Technology College
Professional Experience: 6 years

Baroness Price
Degree/Certifications: LVN, CPR, Certified MA, Certified Phlebotomy Technician
Institution: United Education Institute; Summit Career College
Professional Experience: 14 years

Susan Rambert
Degree/Certifications: CCMA, CPT-1, CPR
Institution: American Career College, Phlebotomy USA
Professional Experience: 24 years

Ruth Renteria
Degree/Certifications: Medical Assistant Diploma
Institution: Concorde Career College
Professional Experience: 4 years

LaDwan Thompson
Degree/Certifications: Medical Assistant Diploma
Institution: Computer Education Institute
Professional Experience: 12 years

Marisela Zuniga
Degree/Certifications: Medical Assistant Diploma
Institution: UEI College
Professional Experience: 11 years

Medical Billing & Insurance Coding

Arnetta Anderson
Degree/Certifications: Medical Billing and Coding Instructor
Institution: Bureau for Private Postsecondary and Vocational Education
Professional Experience: 28 years

Carol Biggs
Degree/Certifications: Masters in Education
Institution: Ashford University
Professional Experience: 20 years in clinical and billing

Institution: Pharmacy Professionals
Professional Experience: 13 years

Cynthia Thoma
Degree/Certifications: AA/ Pharmacy Technician, PTCB
Institution: Diabb Valley College
Professional Experience: 25 years

Pharmacy Technician

Stephen Francis
Degree/Certifications: Pharmacy Technician, PTCB
Institution: Concorde Career College
Professional Experience: 20 years

Reeta Mohleji
Degree/Certifications: Pharmacy Technician, PTCB

Insert B - Effective: 10/1/2019

UEI COLLEGE

Sacramento Campus Faculty / Staff List

Campus President: **James E. York**

Director of Admissions
Zachary Feldhege

Director of Education
John Berkhoel

Associate Director of Career Services
Kristy Alvarado

Business Office Manager
Tyffani Taylor

Registrar
Laura Grace Kinser

Director of Student Finance
Jenn Lo

<u>Faculty</u>

<u>Automotive</u>

Miller Le
Degree/Certifications: ASE auto certified
Professional Experience: 22years
Full-Time

Richard Starr
Degree/Certifications: ASE auto certified
Smog License
Professional Experience: 18
Part-Time

Roger Barrett
Degree/Certifications: ASE auto certified
Professional Experience: 22years
Part-Time

Jesse Tolentino
Degree/Certifications: ASE auto certified
Professional Experience: 20 years
Part-Time

<u>Dental Assistant</u>

Gina St. Clair-Root
Degree/Certifications: RDA, Pit & Fissure, ,X-ray, ,Coronal polishing,
Ultrasonic Scaling, CPR certified
Professional Experience: 40 years
Part-Time

Laci Salinas
Degree/Certifications: RDA, Pit & Fissure, X-ray, Coronal Polishing,
OMSA
Professional Experience: 22years
Full-Time

Celina Fimbers
Degree/Certifications: RDA, Pit & Fissure, Coronal Polishing
Professional Experience: 17 years
Part-Time

Christine Abisia
Degree/Certifications: RDA, Pit & Fissure, Coronal Polishing
Professional Experience: 17 years
Part-Time

Aaliyah Muhammad
Degree/Certifications: RDA, Pit & Fissure, Coronal Polishing
Professional Experience: 5.5 years
Part-Time

Brandy Costa
Degree/Certifications: RDA, Pit & Fissure, Coronal Polishing
Professional Experience: 17 years
Part-Time

Natisha Hart
Degree/Certifications: RDA, Pit & Fissure, Coronal Polishing
Professional Experience: 17 years
Part-Time

Natessha Drayton
Degree/Certifications: RDA, Coronal Polishing
Professional Experience: 17 years
Part-Time

<u>Heating Ventilation and Air Condition Program</u>

Robert Souza
Degree/Certifications: Nate (8) Specialties, NCI (co analyst), CA
sheet metal apprentice, EPA 608 Universal, 410 A Safety, C20 CA
contractor's license
Professional Experience: 18 years
Full-Time

Oleg Donskov
Degree/Certifications: APA 608
Professional experience 6 years
Part-Time

Alastair Boulding
Degree/Certifications: APA 608, UA Star
Professional Experience: 15 Years
Part-Time

Aaron Fruchey
Degree/Certifications: APA 608
Professional experience 3 years
Part-Time

Benjamin Maestretti
Degree/Certifications: APA 608
Part-Time

Rolland Pennington
Degree/Certifications: APA 608
OSHA 10 hour environmental card
OSHA 10 hour Industrial card
Professional experience 8 years
Part-Time

Medical Assistant Program

Miki Klotz
Degree/Certifications: Medical Assistant Diploma
Professional Experience: 5 years
Full-Time

Latonia Phipps
Degree/Certifications: Medical Assistant Diploma, Certified
phlebotomist
Professional Experience**:** 15 years
Part-Time

Elita Robinson
Degree/Certifications: Medical Assistant Diploma, CPR certified
Professional Experience: 24 years
Full-Time

Julia Worthen
Diploma medical assistant
CPR
Professional Experience 4 years
Full-Time

Nicole Carson
Diploma medical assistant
CPR
Professional Experience 4 years
Full-Time

Ana Gonzales
Diploma/Certification Medical assistant Diploma. RN and Masters in
Nursing
Professional experience: 25 Years
Part Time

Thomas Mena
Diploma/Certification Medical assistant Diploma
Professional experience:
Part Time

Khalid Mahmood
Diploma/Certification Medical assistant Diploma
Professional experience:
Part Time

Kasey Stewart
Diploma medical assistant
CPR
Professional Experience 4 years
Part-Time

Tara Thurber
/Certifications Degree Medical Assistant, CPR Certified
Professional Experience: 12 Years
Full-Time

Cindy Thomas
Degree/Certifications Medical Assistant
Professional Experience: 30 Years
Part time

Erin Bennett
Diploma/Certification Medical assistant Diploma
Professional Experience: 15 Years
Part time

Denisha Fletcher
Certifications Degree Medical Assistant,
Professional Experience: 22 Years
Part time

Medical Billing and Insurance Coding
Bruce Pressler
Degree/Certifications: BA Degree Political Science, Medical
Coding Diploma
Professional Experience: 18 years
Part-Time

Amanda Yochum
Degree/Certifications: MBIC Diploma
Professional Experience: 12 years
Part-Time

Jodi English
Degree/Certifications: Associate of Applied Science- MA, Medical
Billing and Coding Diploma
Experience: 8 Professional years
Part-Time

Mark Gonzales
Diploma/Certification: CCS RHI Bachelors in Healthcare
Professional experience: 30years
Part Time

Diane Rafael
Degree/Certifications: MBIC Diploma
Professional Experience: 26 years
Part time

San Marcos Campus Faculty/Staff List
Campus President: Alexander Poyuzina

Admissions **Director of Admissions:** Jessy Henderson **Associate Director of Admissions:** Monica Romero **Business Office Manager** **Business Office Manager:** Erica Carmon **Career Services** **Associate Director of Career Services:** Linda Berry **Career Services Specialist:** Patricia Padilla **Career Services Specialist:** Deborah Page	**Financial Planning** **Associate Director of Student Finance:** Vanessa Figueroa **Student Finance Advisor:** Silvia Diego **Student Finance Advisor:** Kailah Pasefika **Education** **Director of Education:** Katherine Quinines **Campus Program Manager:** Carilu Mejia **Registrar:** Jesse Castro **Campus Department Chair DA**: Nadine Bracamontes **Campus Department Chair HVAC:** Justin Debondt

Business Office Administration Program **Hornbeck, Nellie** **Degrees/Certs:** Ed.D Higher Education/Argosy University, MBA, International Business/ University of Phoenix, Bachelors of Science, Business Management/University of Phoenix, certification. **Professional Experience:** 15 Years **LeFevre, Mark** **Degrees/Certs:** Masters of Arts in Education /University of Phoenix, Bachelor of Science in Business Administration /Wayne State University, Teaching Credential, Single Subject Business / State of California, Provisional Teaching Certificate/State of Michigan **Professional Experience:** 18 Years **Criminal Justice Program** **Hernandez, Anthony** **Degrees/Certs:** BA in Recreation/The California State University, US Department of Defense/ Police Academy, Anti-Terrorism/Force Protection Base Law Enforcement Training **Professional Experience:** 5 Years **Parr, Cameron** **Degrees/Certs:** BA in Political Science/Minor in Sociology/ California State University, Dominguez Hills, Guard Registration, Teacher CRED 44340EC **Professional Experience:** 9 Years **Torres, Damian** **Degrees/Certs:** Masters in Homeland Security, M.B.A/ American Military University, BA of Arts/ Business Management /University of Phoenix **Professional Experience:** 5 Years **Dental Assistant Program** **Bracamontes, Nadine-CDC** **Degrees/Certs:** University of Southern California School of Dentistry, RDA, Radiology Certificate, Coronal Polish, Pit and Fissure Sealant Certified, CPR Instructor Certified **Professional Experience:** 28 Years **Bruno, Alexandra** **Degrees/Certs:** AA in Arts/ San Diego City College, RDA, Radiology Certificate, Coronal Polish, Pit and Fissure Sealant Certified, BLS **Professional Experience:** 5 Years **Duncan, Alberta Gale** **Degrees/Certs:** RDA, Radiology Certificate, Coronal Polish, Pit and Fissure Sealant Certified, BLS **Professional Experience:** 11 Years	**Heating, Ventilation and Air Conditioning** **Debondt, Justin** **Degrees/Certs:** Associates of Science HVAC/ Universal Technical Institute, EPA Universal **Professional Experience**: 19 Years **Hamilton, Demetrius** **Degrees/Certs:** Masters in Business Administration/ Trident University , EPA 608 Certification TYPE Universal **Professional Experience:** 6 Years **Joubran, Paule** **Degrees/Certs:** NATE Certificate, EPA 608 Certification TYPE Universal **Professional Experience:** 15 Years **Mc Cowen, Cleaferse** **Degrees/Certs:** Certificate Metasys systems extended Architecture Building Engineers**/**Johnson Controls Institute, , EPA 608 Certification TYPE Universal **Professional Experience:** 25 Years **Rios, Oscar F.** **Degrees/Certs:** AA in Science in Air Conditioning and Refrigeration/Oxnard College, R410a certification, EPA Proctor 608 Universal/ HVAC, **Professional Experience:** 18 Years **Ruff, Bobbie Calvin** **Degrees/Certs:** EPA Proctor 608 Universal/ HVAC, **Professional Experience:** 36 Years **Scherrer, Nathan** **Degrees/Certs:** EPA 608 Certification TYPE Universal **Professional Experience:** 18 Years **Zwayree, Mo** **Degrees/Certs:** Bachelor Degree in Mechanical Engineering/ UOB, EPA 608 Certification TYPE Universal. **Professional Experience:** 19 Years

Glidewell, Cori **Degrees/Certs:** RDA, Radiology Certificate, Coronal Polish, Pit and Fissure Sealant Certified, Ultrasonic Scaling Cert **Professional Experience:** 17 Years **Hardina, Sheri** **Degrees/Certs:** RDA, Coronal Polish, Pit and Fissure Sealant Certified, BLS Provider **Professional Experience:** 12 Years **Kimpton, Jacklyn** **Degrees/Certs:** RDA/ UEI College, Radiology Certificate, Coronal Polish, Pit and Fissure Sealant Certified, BLS Provider **Professional Experience:** 7 Years **Mikuljan, Elfriede** **Degrees/Certs:** RDA/Mesa Community College, Billing, and Coding Electronic Health Records, Radiology Certificate, Coronal Polish, Pit and Fissure Sealant Certified, CPR Certified **Professional Experience:** 21 Years	**Medical Assistant Program** **Angeles, Rebecca** **Degrees/Certs:** Medical Assistant/Maric (Kaplan) College, CPR Certified, First Aid Certified **Professional Experience:** 11 Years **Ballesteros, Lorraine** **Degrees/Certs:** Masters in Criminal Justice/Everest University, Medical Assistant Diploma/ Apollo College of Medical And Dental Careers, Wicklander-Zulawski Certified, FEMA **Professional Experience:** 22 Years **Broeske, Melissa** **Degrees/Certs:** Master of Science In Psychology/University of Phoenix, Diploma Medical Assistant/ Maric College, BLS Instructor **Professional Experience: 11 Years** **Cole, Susan** **Degrees/Certs:** Medical Assistant/Maric (Kaplan) College, RMA Certified, CPR/BLS/AHA Certified Instructor **Professional Experience:** 17 Years **Linebaugh, Katie** **Degrees/Certs**: Medical Assistant/ Kaplan College, Certified Clinical Medical Assistant, BLS Provider Professional Experience: 17 Years **Villagran, Cesar** **Degrees/Certs**: BS in Criminal Justice Administration/ National University, Naval Hospital Corpsman/ Military School, Heartsavers, First Aid, CPR, AED Child, Infant CPR, **Professional Experience**: 23 Years **Whittet-Jones, Brittney** **Degrees/Certs**: Medical Assistant-Clinical/ Administration/ Kaplan College, Certified Clinical Medical Assistant, BLS Provider **Professional Experience**: 17 Years **Medical Office Specialist** **Mejia, Carilu** **Degrees/Certs:** Diploma in Medical Assistant/ Maric College, National Certified Medical Assistant, BLS Instructor, **Professional Experience:** 22 Years **Pharmacy Technician Program** **Carrillo, Gabriel** **Degrees/Certs:** Pharmacy Technician Diploma/UEI College, CPR Certified **Professional Experience:** 8 Years **Luevanos, Stephanie** **Degrees/Certs:** Pharmacy Technician license **Professional Experience:** 13 Years 10/1/2019

Stockton Campus Faculty / Staff List
Campus President/Executive Director: **Sandra Gracia**

Admissions
Director of Admissions: **Eleshea Kidd Bass**

Business Office Manager
Manuel Lial

Career Services
Director of Career Services: **Kevis Sullivan**

Education
Director of Education: **Omega Lee, MBA**

Registrar
Roxanna Padilla

Student Financial Services
Director of Student Finance: **Andrew McCauley**

Faculty

Business Office Administration Program
Tanya Anderson
Degree/Certifications: BA Business Administration, National University; Masters of Science in Educational Technology, National University
Professional Experience: 16+ years

Arthur Rodriguez
Degree/Certifications: MA Social Work, USC, MBA, ITT Tech, BA Social Science, UIU
Professional Experience: 19+ years

Dental Assistant Program
April Morris
Degree/Certifications: Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant Certified
Professional Experience: 14+ years

Peggy Del Rosario
Degree/Certifications: Dental Assisting, Diploma Kaplan College; Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant Certified, BLS
Professional Experience: 20+ years

Sarah Messner
Degree/Certifications: Dental Assisting Diploma, Kaplan College; Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant Certified
Professional Experience: 17+ years

Denise Guzman
Degree/Certification: Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure, Sealant Certified
Professional Experience: 27+ years

Vanessa Cortez
Degree/Certifications: Dental Assisting Diploma, Kaplan College; Registered Dental Assistant , X-ray, Coronal Polish, Pit & Fissure Sealant Certified
Professional Experience: 7+ years

Sarah Rose Cox
Degree/Certification: Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure, Sealant Certified
Proccesional Experience: 8+ years

Heating Ventilation & Air Conditioning Program
Wayne Swan
Degree/Certifications: Certified III Instrumentation and Controls, Restricted Electrical License, Qualified Aircraft Instrument Technician, T5 Technical Diploma, Hazardous Gas Area Work Certificate, Heat Stress Management Training, First Aid and CPR Certified
Professional Experience: 17+ years

Richard J. Schmidt
Degree/Certifications: Universal EPA, First Aid/CPR, Forklift, Scissor Lift/ Mobile Scaffolding, Fall Protection, Heat Safety
Professional Experience: 3+ Years

Eddison Munoz
Degree/ Certification: Certified Core 1 & 2
Professional Experience: 4 years

Cash Bryan
Degree/Certifications: State of California Licensed C20 Contractor, HVC and Heating, HVAC Certificate/Diploma , Association of Engineers; Certified UNIVERSAL, EPA
Professional Experience: 40 years

Mark Blackwell
Degree/Certifications: Local 283, Bryant Training; Certified UNIVERSAL, EPA
Professional Experience: 43 years

Medical Assistant Program
Tonia Sood
Degree/Certifications: AAMA Certified Medical Assistant, CPR Certified, BLS instructor
Professional Experience: 8+ years

Michelle George
Degree/Certification: AAS Math, AA Education, Certified Medical Assistant, Certified EMT, CPR, ALS, BLS Certified
Personal Experience: 5+ years

Belinda Rosales
Degree/Certifications: AA Medical Assisting, Heald College; CPR Certified, BLS Instructor
Professional Experience: 6+ years

Suzanne Johnson
Degree/Certifications: EMT+, CPR Certified,
Professional Experience: 28 years

Kathy Escobedo
Degree/Certifications: Medical Assistant Diploma, Kaplan College; CPR Certified
Professional Experience: 15+ years

Rhonda Anderson
Degree/Certifications: Associates Degree, California Certified Medical Assistant, BLS, CPR Certified, American Safety and Health Institute
Professional Experience: 28+ years

Maria Zaragoza
Degree/Certifications: Certified Medical Assistant
Professional Experience: 18+ years

Tanya Peralez
Degree/Certifications: Medical Assistant, CPR Certified
Professional Experience: 4+ years

Aisha Jones
Degree/Certifications: Associates Degree, California Medical Assistant, California Licensed Phlebotomist, CPR
Professional Experience: 4+ years

Michelle Sanchez Pacheco
Degree/Certifications: Medical Assistant, Medical Office Specialist, CPR Certified
Professional Experience: 9+ years

Andrea Ege
Degree/Certifications: Medical Assistant, CPR Certified
Professional Experience: 6+ years

Medical Office Specialist Program
Tracy Collier
Degree/Certifications: Medical Assistant Diploma, Western Career College
Professional Experience: 15+ years

Aisha Abercrombie
Degree/Certifications: Medical Assistant Diploma, CPR , AA Business

UEI COLLEGE

West Covina Campus Faculty / Staff List
Campus President: **J.C. Rivas**

Admissions
Director of Admissions: Diane Villa
Business Office
Business Office Manager: Omar Barragan
Student Finance
Director of Student Finance: Claudia Perre-Seleznoff

Education
Director of Education: Monireh Karimkhani
Student Records
Registrar: Livier Arreola
Career Services
Director of Career Services: Vincent Tweed

Faculty

Automotive Technician

John Arrieta, Instructor
Degree/Certifications: National Institute for Automobile Service Excellence (ASE) Certified— Automotive Technician, Engine Repair, Manual Drive Train and Axles, Automatic Transmission / Transaxle, Suspension and Steering, Breaks.
Professional Experience: 30 years

Alfredo Delgado, Instructor
Degree/Certifications: National Institute for Automobile Service Excellence (ASE) Certified— Automobile Technician: Engine Repair, Brakes, Parts Specialist: Automobile Parts. Mazda Certified, Mazda
Professional Experience: 27 years

Andrew Flexen, Instructor
Degree/Certifications: Automotive Technology Diploma with California SMOG, Universal Technical Institute
Certified Law Enforcement Vehicle Installation Technician,
Emergency Vehicle Technician Certification Commission, Inc.
Professional Experience: 8 years

Larry Rojo, Instructor
Degree/Certifications: Automotive Technology Diploma, Universal Technical Institute
Professional Experience: 12 years

Nicholas Snyder, Instructor
Degree/Certifications: Bachelor of Arts in Industrial Arts, California State University of Long Beach
Professional Experience: 41 years

Henry Jason B. Victoria, Instructor
Degree/Certifications: Toyota T-TEN Automotive Training Program Certificate, Cypress College
National Institute for Automobile Service Excellence (ASE) Certified— Automobile Technician: Engine Repair, Suspension and Steering, Brakes, Electrical/Electronic Systems, Engine Performance, Automotive Technology: Automotive Fuel Injection Systems, Basic Tune-Up, Advanced Automotive Tune-Up and Diagnosis. ASE Certified: Refrigeration Recovery & Recycling / (EPA Section 609). CA Certification: Advanced Engine Performance, Automotive Training Academy of California
Professional Experience: 25 years

Business Office Administration

Jennifer Perez, Instructor
Degree/Certifications: Bachelor of Science in Business Administration, Mount Saint Mary's University
Professional Experience: 8 years

Paul Caldani, Instructor
Degree/Certifications: Master of Arts in Education Curriculum, with a Specialization in Instruction, University of Phoenix, Los Angeles, Bachelor of Science in Business Administration, University of Iran Zamin
Professional Experience: 39 years

Criminal Justice Program

Alejandro Martinez, Instructor
Degree/Certifications: Master of Science in Administration of Justice and Security, Bachelor of Science in Business Management, University of Phoenix
Heart Saver Certified, American Heart Association
Professional Experience: 29 years

Peter Nava, Instructor
Degree/Certificate: Administration of Justice Certificate, Pasadena City College
Basic Academy Certificate, Rio Hondo College Police Academy
Heart Saver Certified, American Heart Association
Professional Experience: 30 years

Dental Assistant

Elva Solorio, Campus Department Chair
Degree/Certifications: Registered Dental Assistant, Dental Board of California
Cardiopulmonary Resuscitation (CPR) Instructor Certified, American Heart Association
Professional Experience: 21 years

Vyra Alvarez, Instructor
Degree/Certifications: Dental Assistant Diploma, Concorde Career College, San Bernardino
Registered Dental Assistant, Dental Board of California
Cardiopulmonary Resuscitation (CPR) Certified, American Heart Association
Professional Experience: 7 years

Claudia Povero, Instructor
Degree/Certifications: Dental Assistant Diploma, Northwest College
Registered Dental Assistant, Dental Board of California
Cardiopulmonary Resuscitation (CPR) Instructor Certified, American Heart Association
Professional Experience: 40 years

Yolanda Puente-Benson, Instructor
Degree/Certifications: Associate in Arts, Los Angeles City College
Registered Dental Assistant, Dental Board of California
Cardiopulmonary Resuscitation (CPR) Instructor Certified, American Heart Association
Professional Experience: 39 years

Ana Zamorano, Instructor
Degree/Certifications: Dental Assistant Diploma, Cypress College
Registered Dental Assistant, Dental Board of California

Cardiopulmonary Resuscitation (CPR) Instructor Certified,
Professional Experience: 21 years

Heating, Ventilation & Air Conditioning

Armando Guerrero, Instructor
Degree/Certifications: Associate of Occupational Studies Degree in Air Conditioning and Refrigeration Technology, Universal Technical Institute
Environmental Protection Agency (EPA) Certified, Type I, II, III, Universal
Professional Experience: 15 years

Cesar Marroquin, Instructor
Degree/Certifications: Certified Technician, Type II, III, VGJ Training
Environmental Protection Agency (EPA) Certified, Type I, II, III, Universal
Professional Experience: 19 years

Electrician Technician

Ramon Gonzalez, Instructor
Degree/Certifications: Certified General Electrician, Department of Industrial Relations, Contractors State License, Department of Consumer Affairs
Professional Experience: 16 years

Medical Assistant

Iriane Tovar, Campus Program Manager
Degree/Certifications: Medical Assistant Diploma, Everest College
National Certified Medical Assistant, National Center for Competency Testing (NCCT)
Cardiopulmonary Resuscitation (CPR) Instructor Certified, American Heart Association
Professional Experience: 10 years

Benjamin Acero, Instructor
Degree/Certifications: Medical Assistant Diploma, Everest College
Cardiopulmonary Resuscitation (CPR) Instructor Certified, American Heart Association
Professional Experience: 13 years

Edith Castaneda, Instructor
Degree/Certifications: Medical Assistant Diploma, Everest College
Cardiopulmonary Resuscitation (CPR) Instructor Certified, American Heart Association
Professional Experience: 11 years

Katirena L. Karalaios, Instructor
Degree/Certifications: Medical Assisting Diploma, Bryman College
Certified Medical Assistant, California Certifying Board for Medical Assistants, Inc.
Cardiopulmonary Resuscitation (CPR) Instructor Certified, American Heart Association
Professional Experience: 15 Years

Karla Lara-Tofolla, Instructor
Degree/Certifications: Medical Assistant Diploma, Bryman College
Cardiopulmonary Resuscitation (CPR) Instructor Certified, American Heart Association
Professional Experience: 15 years

Cesar Ramos, Instructor
Degree/Certifications: Medical Assistant/Emergency Medical Technician 1A Diploma, Associated Technical College
Cardiopulmonary Resuscitation (CPR) Instructor Certified, American Heart Association
Professional Experience: 29 years

Medical Billing & Insurance Coding

Ninive Martin Del Campo, Instructor
Degree/Certifications: National Certified Insurance & Coding Specialist, National Center for Competency Testing (NCCT)
Medical Coding Certificate and Medical Billing Certificate, Rio Hondo College
Medical Assistant Clinical Certificate, South East Regional Occupational Program
Career Technical Education Teaching Credential, State of California, Commission on Teacher Credentialing
Cardiopulmonary Resuscitation (CPR) Instructor Certified, American Heart Association
Professional Experience: 20 years

Leonida Vergara, Instructor
Degree/Certifications: Bachelor of Science in Accounting, University of the Assumption
National Certified Insurance & Coding Specialist, National Center for Competency Testing (NCCT)
Professional Experience: 12 years

Pharmacy Technician

Asindina Cruz, Instructor
Degree/Certifications: Pharmacy Technician Diploma, Everest College
Pharmacy Technician License, California Board of Pharmacy
Cardiopulmonary Resuscitation (CPR) Instructor Certified, American Heart Association
Professional Experience: 12 years

Fatima Madiha, Instructor
Degree/Certifications: Doctor of Pharmacy (Pharm-D), University of Karachi (equivalent to Bachelor of Science Degree in Pharmacy)
Certified Pharmacy Technician (CPhT), Pharmacy Technician Certification Board
Pharmacy Technician License, California Board of Pharmacy
Cardiopulmonary Resuscitation (CPR) Instructor Certified, American Heart Association
Professional Experience: 6 years

UEI COLLEGE

Insert C - Licensure, Certification, or Registration
Programs Preparing Graduates for Licensure, Certification, or Registration

UEI College programs are designed to help ensure you are prepared for licensure, certification, or registration if you choose a program that prepares you for a field where licensure, certification, or registration is required or optional. While, the credential chart below serves as a guide for the State of California, requirements for other states may vary. Students are responsible for confirming eligibility for licensing, certification or registration and discuss any concerns with your Admissions Representative and/or the Director of Education. Students are also responsible for obtaining the most recent application requirements for any state in which they intend to become employed. Although the school assists students/graduates with obtaining licensure, the ultimate responsibility for securing licensure is that of the student/graduate.

Program	Program Requirements	State License & Certification Exam and/or Registration
Automotive Technician		**Optional:** While not required for employment, graduates may pursue an Automotive Service Excellence (ASE) certification though the National Institute for Automotive Service Excellence. Criminal Convictions and drug screening results may impact the ability to become employed in the field. Poor Driving Record, or No Driver's License
Business Office Administration		**Optional:** While not required for employment, graduates may pursue certifications in the following- • MOS (Microsoft Office Specialist) Certifications include Word, Excel, Access, PowerPoint, Publisher and Outlook 2013. • Intuit - QuickBooks Certified ProAdvisor • Microsoft - Microsoft Office Specialist Certification
Computer Systems Technician		**Optional:** While not required for employment, graduates may pursue certifications in the following:- • **CompTIA -** CompTIA A+ Certification; CompTIA Network + Certification; CompTIA Linux + Certification *(two vouchers are available for students to take the CompTIA A+ Certification Exam)* • **Microsoft** - Microsoft Windows 10 Certification • **MCSA** - Windows Server 2012 Certification Conditions Impacting Employment: • Criminal convictions and drug screening results may impact the ability to become employed in government positions or positions requiring a security clearance. Drug screening results may also impact the ability to become employed in the field. • Not having a valid state driver's license may decrease job opportunities in the computer field.

Criminal Justice		• **Required:** Security Guard Registration is required through the Bureau of Security and Investigative Services (BSIS). • An employer screening process in the industry may include, but is not limited to: Background investigation Medical exam (including a stress test EKG and height to weight ratio [BMI]); urinalysis; blood test), Lie detector test (polygraph)/Voice Stress, Analysis, Physical fitness test Psychological exam, Written test, Face to face interviews Criminal history and Credit check
Dental Assistant	• Proof of Immunizations may be required. • Recommended Hepatitis B (HBV) vaccination and a tuberculosis (TB) skin test performed before externship	**Required:** Graduates are required to become Registered Dental Assistant (RDA) through the California Dental Board. • California law requires all RDA applicants to undergo a criminal background check. • RDA Applicants must report all convictions including infractions, misdemeanors, and felonies.
Electrician Technician	Registration with the State of California as an Electrician Trainee (ET).	**Required:** Students that wish to perform electrical work for a C-10 contractor must register with the California Department of Industrial Relations (DIR) as an electrician trainee. Registration allows students to work in the electrical field under supervision of a C-10 contractor. Adverse driving records or prior criminal background convictions, including driving under the influence, may have difficulty finding employment in the field.
Heating, Ventilation & Air Conditioning		• **Required:** United States Environmental Protection Agency (EPA) Section 608 Certification for Stationary Air Conditioning and Refrigeration (EPA Certification) is required to work. • **Optional**: While not required for employment, graduates may pursue an optional ESCO Institute - Universal R-410A Safety Training & Certification.
Medical Assistant	Recommended Hepatitis B (HBV) vaccination and a tuberculosis (TB) skin test performed before externship.	**Optional:** While not required for employment, graduates may pursue the optional certifications: • **Nationally Certified Medical Assistant** through the National Center for Competency Testing (NCCT); • **Certified Medical Assistant** (CMA) through the American Association of Medical Assistants (AAMA); • **Registered Medical Assistant** (RMA) through the American Medical Technologists (AMT).
Medical Billing and Insurance Coding	Proof of Immunizations may be required.	**Optional:** While not required for employment, graduates may pursue an optional certification as an Insurance & Coding Specialist through the National Center for Competency Testing (NCCT); optional Billing and Coding Specialist Certification through the National Healthcareer Association (NHA); or optional Certified Professional Coder (CPC)/Certified Professional Biller (CPB) through the American Academy of Professional Coders (AAPC). Medical conditions such as Hepatitis A, B, and C, TB (tuberculosis), HIV/AIDS, and other related conditions may impact licensure eligibility.

Medical Office Specialist	Proof of Immunizations may be required.	**Optional:** While not required for employment, graduates may pursue an optional certification as a Medical Office Assistant (NCMOA) through the National Center for Competency Testing (NCCT). Medical conditions such as Hepatitis A, B, and C, TB (tuberculosis), HIV/AIDS, and other related conditions may impact licensure eligibility.
Pharmacy Technician	All applicants must be free of felony convictions of any kind, and must not have any drug-related misdemeanors before, during, and upon completion of the program	• **Optional:** Graduates may pursue Pharmacy Technician Certification through the National Healthcareer Association (NHA). • **Required:** Graduates must register with the California Board of Pharmacy to work as a Pharmacy Technician.

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Bakersfield:

Automotive (AUTO)	30:1
Business Office Administration (BOA)	30:1
Criminal Justice (CJ)	30:1
Computer System Technician (CST)	25:1
Medical Assistant (MA)	29:1
Medical Billing & Insurance Coding (MBIC)	30:1
Dental Assistant (DA)	14:1
Pharmacy Technician (PT)	30:1
Heating, Ventilation and Air Conditioning (HVAC)	30:1

Fresno:

Business Office Administration (BOA)	25:1
Criminal Justice (CJ)	25:1
Computer System Technician (CST)	22:1
Medical Assistant (MA)	27:1
Medical Billing & Insurance Coding (MBIC)	25:1
Dental Assistant (DA)	14:1
Pharmacy Technician (PT)	25:1
Heating, Ventilation and Air Conditioning (HVAC)	30:1

Gardena:

Automotive (AUTO)	30:1
Business Office Administration (BOA)	30:1
Criminal Justice (CJ)	30:1
Computer System Technician (CST)	30:1
Medical Assistant (MA)	25:1
Medical Billing & Insurance Coding (MBIC)	30:1
Dental Assistant (DA) Lecture	14:1
Pharmacy Technician (PT)	30:1
Heating, Ventilation and Air Conditioning (HVAC)	25:1
Welding	25:1

Riverside:

Business Office Administration (BOA)	30:1
Criminal Justice (CJ)	30:1
Computer System Technician (CST)	30:1
Medical Assistant (MA)	25:1
Medical Billing & Insurance Coding (MBIC)	30:1
Dental Assistant (DA)	14:1
Pharmacy Technician (PT)	30:1
Heating, Ventilation and Air Conditioning (HVAC)	20:1

UEI COLLEGE

Maximum Student/Teacher Program Ratios

Sacramento:

Automotive (AUTO)	30:1
Medical Assistant (MA)	25:1
Medical Billing & Insurance Coding (MBIC)	30:1
Dental Assistant (DA) Lecture	14:1
Heating, Ventilation and Air Conditioning (HVAC)	30:1

UEI COLLEGE

Maximum Student/Teacher Program Ratios
Anaheim

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab
Business Office Administration (BOA)	25:1	25:1
Criminal Justice (CJ)	25:1	25:1
Computer System Technician (CST)	25:1	25:1
Medical Assistant (MA)	25:1	25:1*
Medical Billing & Insurance Coding (MBIC)	25:1	25:1
Dental Assistant (DA)	14:1	14:1
Heating, Ventilation and Air Conditioning (HVAC)	25:1	25:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Chula Vista

Program	Lecture	Lab
Automotive Technician (AT)	30:1	30:1
Business Office Administration (BOA)	25:1	25:1
Criminal Justice (CJ)	23:1	23:1
Computer System Technician (CST)	22:1	22:1
Electrician Technician	24:1	24:1
Medical Assistant (MA)	25:1	25:1*
Medical Office Specialist (MOS)	20:1	20:1
Dental Assistant (DA)	14:1	14:1
Heating, Ventilation and Air Conditioning (HVAC)	25:1	25:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*

UEI COLLEGE

Maximum Student/Teacher Program Ratios

Encino

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab
Business Office Administration (BOA)	25:1	25:1
Criminal Justice (CJ)	25:1	25:1
Computer System Technician (CST)	25:1	25:1
Medical Assistant (MA)	25:1	25:1*
Medical Billing & Insurance Coding (MBIC)	25:1	25:1
Dental Assistant (DA)	14:1	14:1
Pharmacy Technician (PT)	25:1	25:1
Heating, Ventilation and Air Conditioning (HVAC)	25:1	25:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*

UEI COLLEGE

Maximum Student/Teacher Program Ratios
Huntington Park

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab
Medical Assistant	25:1	25:1*
Criminal Justice	25:1	25:1
Dental Assistant	14:1	14:1
Business Office Administration	25:1	25:1
Medical Office Specialist	25:1	25:1
Heating, Ventilation and Air Conditioning	25:1	25:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Ontario

Program	Lecture	Lab
Business Office Administration (BOA)	20: 1	20:1
Criminal Justice (CJ)	20: 1	20:1
Computer System Technician (CST)	20: 1	20:1
Medical Assistant (MA)	25: 1	25:1*
Medical Office Specialist (MOS)	20: 1	20:1
Dental Assistant (DA)	14: 1	14:1
Heating, Ventilation and Air Conditioning (HVAC)	20:1	20:1

Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

San Marcos

Program	Lecture	Lab
Business Office Administration (BOA)	24:1	24:1
Criminal Justice (CJ)	24:1	24:1
Computer System Technician (CST)	20:1	20:1
Medical Assistant (MA)	25:1	25:1*
Medical Office Specialist (MOS)	20:1	20:1
Dental Assistant (DA)	14:1	14:1
Pharmacy Technician (PT)	20:1	20:1
Heating, Ventilation and Air Conditioning (HVAC)	20:1	20:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Stockton

Program	Lecture	Lab
Business Office Administration (BOA)	30:1	30:1
Computer System Technician (CST)	30:1	30:1
Medical Assistant (MA)	25:1	25:1*
Medical Office Specialist (MOS)	30:1	30:1
Dental Assistant (DA)	14:1	14:1 (6:1) Module 130/150
Heating, Ventilation and Air Conditioning (HVAC)	20:1	20:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*

UEI COLLEGE

Maximum Student/Teacher Program Ratios

West Covina

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab
Automotive (AT)	30:1	30:1
Business Office Administration (BOA)	21:1	25:1
Criminal Justice (CJ)	25:1	25:1
Computer System Technician (CST)	22:1	22.1
Electrician Technician (ET)	24:1	24:1
Medical Assistant (MA)	25:1	25:1*
Medical Billing & Insurance Coding (MBIC)	25:1	25:1
Dental Assistant (DA)	14:1	14:1
Pharmacy Technician (PT)	25:1	25:1
Heating, Ventilation and Air Conditioning (HVAC)	30:1	30:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*

UEI College
2019 School Catalog Addendum

Amendment to the November 25, 2019 School Catalog

This bulletin is an integral part of the College's Academic Catalog. The purpose of this bulletin is to amend current information or include additional information in the catalog. The information published herein is effective **12/20/19.**

Page 5: The BPPE approval statement and address has been updated as follows:

State Approval
UEI College is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is in compliance with state standards as set forth in the CEC and 5, CCR. The address of the Bureau of Private Postsecondary Education is: 1747 North Market, Suite 225, Sacramento, CA. 95834 Telephone: (916) 431-6959. www.bppe.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA. 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

Page 17: The BPPE address has been updated in the STRF statement as follows:

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, Suite 225, Sacramento, CA. 95834, (916) 431-6959 or (888) 370-7589.

Page 21: The Scholarship America has been added to the catalog.

Scholarship America ($500)
This scholarship is for students who enroll and start into an eligible program at the Fresno and Bakersfield campuses only.

Page 21: The Re-entry Scholarship has been added to the catalog for the Gardena campus only

Re-entry Scholarship ($2,000) Gardena Only
This scholarship is available to students who started in 2019 in the Automotive Technician, Business Office Administration, Medical Assistant, Medical Billing & Insurance Coding and Pharmacy Technician Program formally offered by the campus and qualifies for re-entry. In the event a credit balance is created by the Re-entry Scholarship, it will be applied to any outstanding institutional loan and to Federal Direct Loan(s). This scholarship will only be offered to any students who re-enter by 12/31/19.
NOTE: Student is not eligible for any other scholarship with Re-entry Scholarship.

Page 22: Receiving an official transcript has been removed from the graduation requirements statement and now reads as follows:

Graduation Requirements

To be eligible for graduation and receive a diploma, the student must complete each module in the program with a minimum grade point average of 2.0, meet the attendance requirements for the in-school training as stated in the attendance policy, successfully complete all elements of externship, if required, and current with all financial obligations to the school**.**

Page 35: The Program Chart has been updated to show that the **Electrician Technician** program is being offered at the **Chula Vista** campus.

	Automotive (AUTO)	Business Office Administration (BOA)	Criminal Justice (CJ)	Computer System Technician (CST)	Electrician Technician	Medical Assistant (MA)	Medical Billing & Insurance Coding (MBIC)	Medical Office Specialist (MOS)	Dental Assistant (DA)	Pharmacy Technician (PT)	Heating, Ventilation and Air Conditioning (HVAC)
Chula Vista	X	X	X	X[1]	X	X		X	X		X

X1= Currently not enrolling
X= Currently Offering