



INSTITUTE *of* TECHNOLOGY

COURSE CATALOG

2019

Volume 2



Disclaimer

This catalog is certified to be true and correct to the best of my knowledge.

Contents and policies included in this catalog are intended to remain in effect for a period of one year from the date of publication. However, Institute of Technology reserves the right to make changes when required by institutional policy, federal, state, or accrediting agency regulation. Where required, the school will provide advance notice of changes to the information contained in this catalog to certain states where the school is licensed.

This catalog is provided to prospective students in hard-copy or electronic format while visiting the school. It is also available to the general public on our website www.iot.edu.

Sincerely,

Rick Wood
President/CEO
Institute of Technology

All photos on cover and throughout this catalog were either taken at IOT California campuses, or printed with permission from www.Photostock.com, www.dreamstime.com, or www.gettyimages.com.



Welcome

MESSAGE FROM THE OWNERS

It is our pleasure to have this opportunity to welcome you to Institute of Technology

This institution was strategically planned and developed with your career and educational goals in mind. As an educational institution, we are committed to your success. Fulfilling our commitment to you begins by offering programs of instruction that allow for entry-level career opportunities – programs that provide a career-focused education.

In addition, to help ensure you receive the education you need, we employ an instructional staff that is experienced and knowledgeable in the various professions that correspond to our educational programs. At Institute of Technology you will gain knowledge and practical experience in all aspects of professionalism and personal growth development.

Our goal is that, ultimately, you will become not only employable, but also promotable...successful! Come and discover the varied career options available to you through Institute of Technology and begin today developing your career for tomorrow.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

INSTITUTIONAL PHILOSOPHY

Institute of Technology is a private postsecondary vocational institution dedicated to the training and development of professional skills for those who seek quality training in the shortest time possible. The staff and faculty are experienced in their fields, and have the desire to train others in their newly chosen careers. All courses have been designed to provide students with hands-on instruction.

ACCREDITATION & LICENSING

Institute of Technology is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and offers degree programs approved by ACCSC. The Accrediting Commission of Career Schools and Colleges is recognized by the U.S. Department of Education as a nationally recognized accrediting agency.

In addition, IOT is recognized by the following organizations:

- United States Department of Education to offer qualified students federal grants and loans.
- California State Department of Vocational Rehabilitation.
- California Student Aid Commission

- American Culinary Federation

IOT is approved for the training of veterans by the California State Approving Agency for Veterans Education.

MESSAGE FROM YOUR COLLEGE PRESIDENT

Our goal at Institute of Technology is to equip students to become productive, contributing employees within specific career paths. Upon graduation from Institute of Technology, students may begin a new career where they will contribute positively to the needs of the employer. Students can learn, grow, and adapt to the trends of their profession so that they can further advance and be successful in the years to come.

At Institute of Technology our entire staff is trained to support our students through an educational process that understands the importance of technical skills training. We ask each of our students to take advantage of our experience and knowledge. We encourage them to learn as much as they can, to ask questions, to ask for help and assistance from our instructors, and staff. We truly enjoy working with students and are committed to each student's success.



Clovis Main Campus



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Please refer to your campus Catalog Addenda for the following information:

- **Programs and Class Schedules**
- **Class Calendar**
- **Facilities and Equipment**
- **Program Costs**
- **Tuition Schedule and Refund Table**
- **Staff and Faculty**
- **VA Catalog Addendum**
- **Notice of Cancellation**
- **All other information not listed here**

Campus Addresses

Clovis Main Campus

564 W. Herndon
Clovis, CA. 93612
(559) 297-4500
Fax: (559) 297-5822

Modesto Branch Campus

5601 Stoddard Road
Modesto, CA. 95356
(209) 545-3100
Fax: (209) 545-1804

Redding Branch Campus

1755 Hilltop Drive
Redding, CA 96002
(530) 224-1000
Fax: (530) 224-1002

All classes are held at the addresses above.

All instruction is provided in English only.

Institute of Technology does not admit students from other countries.

WWW.IOT.EDU



Modesto Branch Campus



History and Objectives

HISTORY

Institute of Technology was originally founded and operated by Mr. and Mrs. Appleby in 1986, under the name of Central California Schools. Instructional activities were focused primarily on self-directed business administration programs. In 1989 the Appleby's elected to sell Central California Schools to their close business associates, Mr. and Mrs. Dages. Subsequent to the sale, the National Association of Trade and Technical Schools (NATTS) first accredited the school under the Dages ownership in June of 1991. NATTS later became the Accrediting Commission or Career Schools and Colleges which continues to accredit the Institute of Technology today.

In 1992, Central California Schools was sold to Jim and Laura Hines and Fred and Tami Freedman. At that time, the new owners conducted an in-depth labor market survey, the results of which initiated an intense review and evaluation of each instructional program. A decision was made to continue to provide "in demand" training opportunities for the communities served by the school.

Jim and Laura Hines subsequently acquired the school in 1994 becoming the sole owners of Fresno Institute of Technology. In June of 2001, Fresno Institute of Technology changed its name to Institute of Technology as it began to branch throughout Northern California.

On October 1, 2004, Institute of Technology incorporated and was purchased by the BrightStar Education Group, a Denver based company. The College continued its long history of providing relevant and accessible career oriented educational services to the communities it served.

In 2009, the Redding, CA campus opened as a new branch campus. In 2010, the Stockton, CA branch campus was opened.

In August, 2014 the Institute of Technology was acquired by Select Education Group, LLC an Arvada, Colorado company. Through its parent company, the National Holistic Institute, the Institute of Technology continues to be operated as a family owned school under the leadership of Mason Myers and Tim Veitzer.



Institute of Technology has been in continuous operation since its original opening in 1986 and has maintained its reputation for providing relevant, professional, and highly personalized career oriented educational services to the communities it serves.

OBJECTIVES

Institute of Technology contributes to fulfilling its mission through the attainment of these objectives:

- To seek out and employ qualified instructors who are effective in the classroom and experienced in the practices of the related industry.
- To offer programs of instruction which provide a positive career path for our graduates.
- To develop in each student a confident, competent and professional attitude and an awareness of contemporary business practices through exposure to pragmatic course content.
- To graduate students who are competent in their chosen job skills.
- To assist graduates in finding entry-to-intermediate level employment in satisfying positions.
- To provide professional and individualized career development services.



Accounting - AAS

COURSE OBJECTIVE

The Accounting program provides training for students in bookkeeping, office procedures and computer software that will equip them to seek positions in any general office environment. Students in this program will receive training in basic and advanced accounting principles, involving proprietorship, partnership and corporate environments.

Graduates from this program will be able to perform beginning and intermediate word-processing tasks, satisfy entry-level spreadsheets and bookkeeping requirements, including accounting skills for bank reconciliation, payroll, management of accounts payable and accounts receivable. The student will also attend classes in English, Math, Keyboarding, Ten-Key and communications that will prepare them to succeed in any work environment. The program's curriculum supports professional certifications and encourages the student to pursue certifications for the Microsoft Office User Specialist in Microsoft Word and Excel.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive an **ASSOCIATE OF APPLIED SCIENCE DEGREE**.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in business organizations including Bookkeeper, Accounts Payable/Receivable Clerk, Account Information Clerk, Payroll Clerk, Collections Clerk, Order Clerk, Billing Clerk, Data Entry Clerk, Shipping Clerk, Auditor, and Office Manager.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

112 Quarter Credit Units, 1500 Clock Hours

Classes are held Monday through Thursday for 75 weeks. See your Admissions Representative for available class times.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability.



AC100 Basic Foundations: Business Survival Skills

(7 Qtr. Credit Units, 100 hours)

This module sets the stage for a solid foundation from which students will build their competencies and business work ethics. Students will develop Keyboarding skills and become familiar with the changing and challenging automated office. Students develop communication skills and practice creating a variety of business communications documents. Experiential learning of various methods of business writing for presentation are developed and polished. These skills will continue to be developed and challenged with further experience in each module.

AC110 Applications of Business Math and Communications in Accounting

(7 Qtr. Credit Units, 100 hours)

Foundation applications continue with computational skill development and an on-going implementation of mathematical and communication skills, developing a knowledge base and feel for communication of both accounting and other information through written documents. Applications of basic and business math concepts are applied in a foundational application of spreadsheet competencies — the computer can do the math.

(Continued on page 7)



Accounting - AAS (continued)

(Continued from page 6)

AC120 Application of Spreadsheet Competencies: Computerized Accounting Plus

(7 Qtr. Credit Units, 100 hours)

Students will build on the basic understanding of computational analysis and learn to identify and apply accounting strategies using spreadsheet application software. They further polish skills for analytical evaluations and presentations within a spreadsheet environment. Students will experience and build skills using spreadsheet software, developing a comfort level of proficiency with applications used in accounting procedures, and implementing and further developing their accounting acumen.

AC130 Accounting Records Management: Keeping Track of the Details

(7 Qtr. Credit Units, 100 hours)

Students incorporate basic skills for managing business records and files. They will practice record keeping and management skills and strategies imperative for success in an accounting environment. Students assimilate these into application of simple rules for maintaining complex filing systems.

Additionally, students will develop a more comprehensive understanding of the accounting cycle and procedures, with the study and practice of partnership accounting and intermediate accounting concepts.

AC140 Computerized Accounting Software: Bringing It All Together with Ease

(7 Qtr. Credit Units, 100 hours)

Students implement their practical accounting knowledge with introduction to computerized accounting software application packages. Complex accounting procedures and reporting are facilitated with development of proficiency with software. Students develop hands-on familiarity with popular software applications packages.

AC150 Hands-on Presentation of Real-World Accounting

(7 Qtr. Credit Units, 100 hours)

Students integrate previously learned skills honed to presentation and production levels within a real-world office lab environment. Student confidence is improved with practical hands-on office situations that require integrated accounting knowledge, analytical skill, critical thinking and integration of all software applications studied. Students prepare to market and propel themselves into careers.

PD100 Professional Development

(6.5 Qtr. Credit Units, 100 hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job.

The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

AC200 Basic Money Management

(7 Qtr. Credit Units, 100 hours)

Students will review basic math principles and learn foundational skills involving management of money, both personal and career-related, fostering a general understanding of banking, interest, checkbook maintenance and reconciliation of bank accounts. Interest rates on loans and credit cards will be addressed. Simple procedures for accurately maintaining a petty cash fund, as well as costs and ordering office supplies will be focused on. Also, developing a fundamental understanding of costs related to employee benefits packages will be covered.

Students will apply general concepts of business math using calculators and developing simple to more complex spreadsheets.

AC210 Business Law & Ethics

(3.5 Qtr. Credit Units, 50 Hours)

This course introduces fundamentals of the legal system as they apply to business. Students will examine the different types of business organizations from small proprietorship to large international conglomerates. The course also evaluates the importance of business ethics, and current events that impact the community, especially the rapid advancement of technology in the business world and the impact it has on the law.

AC220 Fiscal Basics

(7 Qtr. Credit Units, 100 hours)

Students experience the accounting cycle with hands-on practical experience of basic bookkeeping and accounting principles in a fiscal cycle for a proprietorship. They will apply basic accounting principles into manual and automated accounting practice, using manual forms, as well as formatting & calculating the forms in a spreadsheet environment. Students develop an understanding of basic accounting terminology and generally accepted accounting procedures for a complete fiscal cycle.

(Continued on page 8)



Accounting - AAS (continued)

(Continued from page 7)

AC230 Payroll Applications

(7 Qtr. Credit Units, 100 hours)

In this module, students will develop skill using the more complex spreadsheet formulas and tasks, with the goal of certification as Microsoft Office Specialists. There is discussion and application of payroll laws with respect to hourly, exempt, regular, overtime, double time, benefits, payroll tax calculations, payroll tax deposits, and employer payroll tax returns.

Both Federal and State laws are addressed and applied into projects fostering a solid understanding of payroll practices and procedures.

AC240 Partnership Accounting

(7 Qtr. Credit Units, 100 hours)

Students will build on the basic understanding of computational analysis and polish skills for analytical evaluations and presentations within a spreadsheet environment. Students will develop a more comprehensive understanding of the accounting cycle and procedures, with the study and practice of partnership accounting and intermediate accounting concepts using an expanded journal and applying concepts for a merchandising business organized as a partnership.

AC250 Corporate Accounting

(7 Qtr. Credit Units, 100 hours)

Students further develop and apply skills for the more complex accounting principles applied in a corporate environment. Students develop an experiential understanding of special journals and ledgers, stockholders' equity and profits & loss financials for a merchandising business organized as a corporation. Students complete a fiscal cycle and apply their understanding through to end of period procedures and applications.

PSY-100 Psychology

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.

PHIL100 Introduction to Ethics

(5 Qtr. Credit Units, 50 contact hours)

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT-100 Algebra

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

SPE-100 Speech

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. Students will be able to apply effective communication skills into oral presentations, with or without the support of presentation software.

ENG-100 English

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization, and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Baking & Pastry Specialist

COURSE OBJECTIVE

The Baking and Pastry Specialist (BPS) program is designed to prepare students for the specific skills needed to excel in a career in the foodservice industry.

Students learn the culinary skills that are foundational to Baking and Patisserie including breads, cakes, specialty breads and desserts, chocolates, tarts and torts. Students who complete the program and pass the appropriate ServSafe Exams will have met the American Culinary Federation Certification standards for Food Safety and Sanitation. Our BPS program at the Clovis Main Campus has been recognized as an American Culinary Federation Education Foundation Quality Program.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a *DIPLOMA*.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Bread and Pastry Baker, Dessert Specialist, Catering Specialist, Institutional and Cafeteria Baker, Bakery Chef, and Gourmet Specialty Baker.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms and a Pastry Tool Kit are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

890 Hours / 48 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks, or Saturdays and Sundays for 48 weeks in the Weekend Course, and include an Independent Study component. See your Admissions Representative for available class times.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.



BPS101 Concepts of Food Service Industry (7 Qtr. Credit Units, 100 Hours)

This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

BPS08-1 Yeast Raised Breads (6 Qtr. Credit Units, 105 Hours)

This module will focus on culinary concepts and the production of a variety of yeast-raised breads and sweet doughs. Students will study the following topics: breads, rolls, specialty breads, hearth breads, laminated dough, dough mixing and fermentation.

BPS08-2 Quick Breads (6 Qtr. Credit Units, 105 Hours)

Students will focus on culinary concepts and the production of a variety of breakfast items, including cookies, muffins, danishes, croissants, puff pastry, pate choux, and quick breads. Students will practice techniques central to foaming, creaming, and blending.

(Continued on page 10)



Baking & Pastry Specialist (continued)

(Continued from page 9)

BPS08-3 Patisserie

(6 Qtr. Credit Units, 105 Hours)

Students will review culinary concepts and create a variety of French pastries including; pies, pastries, unfilled cakes, tarts, and tortes.

BPS08-4 Cake Decorating

(6 Qtr. Credit Units, 105 Hours)

In this module, students will review culinary concepts and become proficient at designing and decorating a variety of cakes including special event items such as wedding cakes.

BPS08-5 Hot and Cold Plated Desserts

(6 Qtr. Credit Units, 105 Hours)

Students will explore the design and presentation of hot, warm, and cold plated desserts. Students will practice a variety of techniques using colors and textures to present exquisitely displayed creations. Students will also review culinary concepts.

BPS08-6 Advanced Patisserie

(6 Qtr. Credit Units, 105 Hours)

Students will experiment with sugar work and chocolate. Students will create a variety of candies and confections and learn to creatively display items for presentation. A

final review of culinary concepts is also explored.

BPS08-7 Externship

(5 Qtr. Credit Units, 160 Hours)

Students will spend 160 academic hours on-the-job in an externship. Students can choose a local externship in the kitchens of restaurants, hotels, institutions and/or clubs. It is designed to give the student industry experience in an approved kitchen where they will rotate through various stations of production. Additionally, it will reinforce skills previously learned at the Institute and prepare them for the workforce.

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Barbering

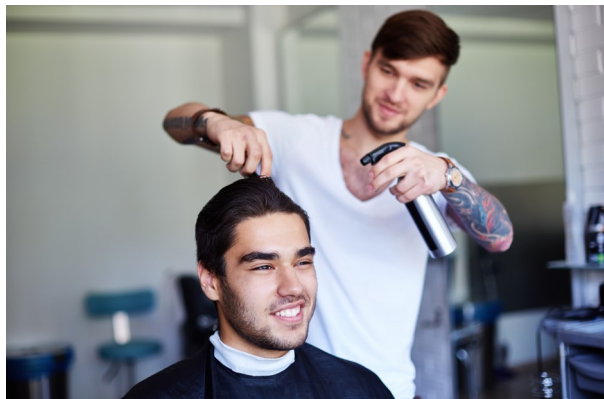
COURSE OBJECTIVE

The objective of the Barbering program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in the field of Barbering. In addition to learning the basics of safety and sanitation, students will explore their creative side by performing a variety of barbershop facials, straight razor shaving, and hair services on mannequins and clients. Classroom instruction will prepare students with the basic knowledge necessary to perform various services such as cutting, coloring, and styling hair. Salon floor practical hours provide the opportunity to gain real life experience by utilizing the skills learned in the classroom.

Students will be introduced to the fundamentals of hair-dressing, which include haircutting, chemical processes, hair color, and finish work. Additionally, they will be introduced to skin care, facials, straight razor techniques and shaving processes. Students will also receive a basic knowledge of laws pertaining to the field of Barbering. Throughout their training students will learn about professionalism in the industry, basic business practices, media marketing, and will be encouraged to build a professional portfolio.

This program builds upon entry-level training towards an exciting career path as a licensed barber. Graduates of the Barbering program will receive training that will prepare them to:

- Demonstrate the skills and knowledge to successfully provide hair services in a broad range of settings.
- Demonstrate ability to provide hair and skin services in a safe manner.
- Utilize critical thinking, information management, communication skills, respect and responsibility.
- Demonstrate professional behavior.
- Take the Board of Barbering and Cosmetology written and practical exam.



Students who successfully complete the program will receive a **DIPLOMA**.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment in a variety of jobs in the barbering industry including the salon and barbershop environments.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

A mobile tablet, e-textbook, instructional material, student kit, and uniforms are required and available for purchase.

HOURS OF INSTRUCTION/PROGRAM LENGTH

1680 Clock Hours

Classes are held Monday through Friday for 41 weeks. See your *Admissions Representative* for available class times.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the field of Barbering.

BARB 100 Disinfection & Sanitation

(102.5 Clock Hours)

Disinfection and sanitation applying to the cosmetology and barbering industries will be introduced. Procedures to protect the health of the client and student will be discussed. Proper disinfection techniques for equipment used in salons and barber shops will be identified.

BARB 105 Haircutting

(102.5 Clock Hours)

Haircutting is a basic foundational skill which designs are built upon. Students will gain familiarity with the use of various tools of haircutting including successful client consultations. Four basic haircuts will be covered.

BARB 110 Hairstyling

(102.5 Clock Hours)

Development of fundamentals of hairstyling will be discussed. Skills of blow drying, iron works, roller placement, braiding and the elevated importance of finishing work will be covered. The five elements of hair design and their specific contributions to a hairstyle will be identified.

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Barbering cont.

(Continued from page 11)

BARB 115 Barbershop Facials

(102.5 Clock Hours)

Students will be introduced to the underlying structure of the skin and discuss processes for providing excellent skin care for clients. Hot towel barbershop facials will be introduced. Preparation for the Barber State Board facials will be practiced.

BARB 120 Chemical Processes

(102.5 Clock Hours)

This module will cover the most creative part of the industry, chemical texture. The physical and chemical changes that can take place during a chemical texture service will be compared. Students will evaluate various wrapping patterns that can be administered during a service and the outcomes from those applications.

BARB 125 Laws & Regulations

(102.5 Clock Hours)

Students will be introduced to the Board of Cosmetology and Barbering Laws and Regulations including the Barbering and Cosmetology Act. Students will practice salon and/or barber shop procedures while adhering to these guidelines.

BARB 130 Hair Color

(102.5 Clock Hours)

Hair structure affects the quality and ultimate success of a hair color service; the 3 layers of hair will be analyzed. A general instruction of color theory will be introduced including base color, laws of color, primary colors, secondary colors, tertiary colors, and complimentary colors. Tone and intensity will be defined to help achieve the desired results. Types of hair color, formulations, and applications will be explained.

BARB 135 Shaving

(205 Clock Hours)

Students will be introduced to the fundamentals of straight razor shaving. The shaving module will cover sanitation and safety precautions associated with straight razor shaving. Students will focus on proper razor positions and strokes. Students will practice hot towel shave steps to prepare for the State Board exam.

BARB 150 Chemistry & Electricity

(205 Clock Hours)

Students will be introduced to basic chemistry and electricity pertaining to the cosmetology and barbering industries. Discussion and lab applications will include safe

and professional use of salon and barber shop equipment, product knowledge, and troubleshooting problems that may arise during a chemical service.

BARB 160 Cosmetology Anatomy & Physiology

(205 Clock Hours)

Students will become familiar with the anatomy and physiology of the human body as it pertains to cosmetology and barbering. Reference points of the body will be used for haircutting, styling, and coloring.

BARB 170 Advanced Barber Services

(205 Clock Hours)

Students will express their artistic side by applying knowledge of advanced barbering services. They will be challenged to be expressive while adhering to the basic rules of barbering.

BARB 180 Portfolio

(205 Clock Hours)

Students will build a professional portfolio designed to introduce their skills and abilities to clients, industry professionals, and potential employers. The basics of business, marketing, professionalism, and soft skills relating to the cosmetology and barbering industry will be covered. State Board drills will prepare students for the licensing exam and will be practiced with an emphasis on efficiency and timing.

BARB 190 State Board Exam Preparation

(40 Clock Hours)

To prepare for examination day students will participate in mock State Board practical and written exams. Students will practice the State Board practical exam from beginning to end, including how to enter the exam room and how to exit after the practical exam is concluded.

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Cosmetology

COURSE OBJECTIVE

The objective of the Cosmetology program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in the field of Cosmetology. In addition to learning the basics of safety and sanitation, students will explore their creative side by performing a variety of hair, skin, and nail treatments on mannequins and clients. Classroom instruction will prepare students with the basic knowledge necessary to perform various services such as cutting, coloring, and styling hair. Salon floor practical hours provide the opportunity to gain real life experience by utilizing the skills learned in the classroom.

Students will be introduced to the fundamentals of hair-dressing, which include haircutting, chemical processes, hair color, and finish work. Additionally, they will be introduced to skin care, facials, hair removal, make-up application and basic nail processes. Students will also receive a basic knowledge of laws pertaining to the field of Cosmetology. Throughout their training students will learn about professionalism in the industry, basic business practices, media marketing, and will be encouraged to build a professional portfolio.

This program builds upon entry-level training towards an exciting career path as a licensed cosmetologist. Graduates of the Cosmetology program will receive training that will prepare them to:

- Demonstrate the skills and knowledge to successfully provide hair, nail and skin services in a broad range of cosmetology settings.
- Demonstrate ability to provide hair, nail and skin services in a safe manner.
- Achieve adequate academic preparedness to take the Board of Barbering and Cosmetology written and practical exams.
- Demonstrate proficiency in critical thinking, information management, communication skills, respect and responsibility.
- Demonstrate professional behavior.



Students who successfully complete the program will receive a **DIPLOMA**.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment in a variety of jobs in the cosmetology industry including the salon and spa environments.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

A mobile tablet, e-textbook, instructional material, student kit, and uniforms are required and available for purchase.

HOURS OF INSTRUCTION/PROGRAM LENGTH

1680 Clock Hours

Classes are held Monday through Friday for 41 weeks. See your *Admissions Representative* for available class times.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the field of Cosmetology.

COS 100 Disinfection & Sanitation

(102.5 Clock Hours)

Disinfection and sanitation applying to the cosmetology and barbering industries will be introduced. Procedures to protect the health of the client and student will be discussed. Proper disinfection techniques for equipment used in salons and barber shops will be identified.

COS 105 Haircutting

(102.5 Clock Hours)

Haircutting is a basic foundational skill which designs are built upon. Students will gain familiarity with the use of various tools of haircutting including successful client consultations. Four basic haircuts will be covered.

COS 110 Hairstyling

(102.5 Clock Hours)

Development of fundamentals of hairstyling will be discussed. Skills of blow drying, iron works, roller place-

(Continued on page 14)



Cosmetology cont.

(Continued from page 13)

ment, braiding and the elevated importance of finishing work will be covered. The five elements of hair design and their specific contributions to a hairstyle will be identified.

COS 115 Esthetics

(102.5 Clock Hours)

Students will be introduced to the underlying structure of the skin and discuss processes for providing excellent skin care for clients. The latest developments in state of the art delivery systems and ingredients to persevere, nourish, and protect skin will be discussed. Students will practice facials, make-up application and hair removal; these skills will enhance the range of services students will be able to provide to clients.

COS 120 Chemical Processes

(102.5 Clock Hours)

This module will cover the most creative part of the industry, chemical texture. The physical and chemical changes that can take place during a chemical texture service will be compared. Students will evaluate various wrapping patterns that can be administered during a service and the outcomes from those applications.

COS 125 Laws & Regulations

(102.5 Clock Hours)

Students will be introduced to the Board of Cosmetology and Barbering Laws and Regulations including the Barbering and Cosmetology Act. Students will practice salon and/or barber shop procedures while adhering to these guidelines.

COS 130 Hair Color

(102.5 Clock Hours)

Hair structure affects the quality and ultimate success of a hair color service; the 3 layers of hair will be analyzed. A general instruction of color theory will be introduced including base color, laws of color, primary colors, secondary colors, tertiary colors, and complimentary colors. Tone and intensity will be defined to help achieve the desired results. Types of hair color, formulations, and applications will be explained.

COS 135 Nail Processes

(205 Clock Hours)

In this module the structure of the natural nail, nail anatomy, and nail growth will be discussed. Students will learn to effectively recognize diseases of the nails that should not be treated in a salon. The steps of a State Board manicure service as well as State Board required nail enhancements will be demonstrated. Gel polish application, and pedicures ranging from basic to spa will also be

conducted.

COS 150 Chemistry & Electricity

(205 Clock Hours)

Students will be introduced to basic chemistry and electricity pertaining to the cosmetology and barbering industries. Discussion and lab applications will include safe and professional use of salon and barber shop equipment, product knowledge, and troubleshooting problems that may arise during a chemical service.

COS 160 Cosmetology Anatomy & Physiology

(205 Clock Hours)

Students will become familiar with the anatomy and physiology of the human body as it pertains to cosmetology and barbering. Reference points of the body will be used for haircutting, styling, and coloring.

COS 170 Advanced Hair Services

(205 Clock Hours)

Students will express their artistic side by applying knowledge of advanced salon services. They will be challenged to be expressive while adhering to the basic rules of cosmetology.

COS 180 Portfolio

(205 Clock Hours)

Students will build a professional portfolio designed to introduce their skills and abilities to clients, industry professionals, and potential employers. The basics of business, marketing, professionalism, and soft skills relating to the cosmetology and barbering industry will be covered. State Board drills will prepare students for the licensing exam and will be practiced with an emphasis on efficiency and timing.

COS 190 State Board Exam Preparation

(40 Clock Hours)

To prepare for examination day students will participate in mock State Board practical and written exams. Students will practice the State Board practical exam from beginning to end, including how to enter the exam room and how to exit after the practical exam is concluded.

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Criminology & Emergency Response Management - AAS (Clovis)

COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will receive an **ASSOCIATE OF APPLIED SCIENCE DEGREE**.

CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ150, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer*, Peace Officer*, Reserve Peace Officer*, Deputy Sheriff*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer, Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification



(SOC) Codes available to graduates of this program.

*An academy will be required after graduation from IOT.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. *See your admissions representative for available class times.*

REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.

(Continued on page 16)



Criminology & Emergency Response Management - AAS Clovis (cont.)

(Continued from page 15)

CJ100 Laws & Regulations

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

CJ110 Criminal Procedures

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices. Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

CJ120 Citizen Interaction and Suspect Control

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices. The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

CJ130 Report Writing

(50 Hours / 3.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

CJ140 Corrections

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

CJ150 Correctional Institutions

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

EM120 Emergency Management and Security Services

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

CJ170 Crime Scene Technician I

(100 Hours / 6.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.

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Criminology & Emergency Response Management - AAS Clovis (cont.)

(Continued from page 16)

CJ171 Crime Scene Technician II

(40 Hours / 2.5 Credit Units)

Prerequisite – CJ170

This course provides the student with an understanding of basic crime scene investigation. Topics include processing a crime scene, various types of physical evidence, laws of evidence and a field trip. The student that successfully completes CJ 170 and 171 will receive a certificate as a Crime Scene Technician.



EM133 – First Responder

(60 Hours / 4 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI). **Responder Certifi-**

cation outcomes for this course are dependent upon your campus location. The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

(Continued on page 18)



Criminology & Emergency Response Management - AAS Clovis (cont.)

(Continued from page 17)

PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.

ENG100 English

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

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Criminology & Emergency Response Management - AOS Modesto

COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will receive an **ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE**.

CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ250, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ250). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 250 is dependent upon your campus location.

CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer*, Peace Officer*, Reserve Peace Officer*, Deputy Sheriff*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer, Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of the IOT cat-



alog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

*An academy will be required after graduation from IOT.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. See your admissions representative for available class times.

REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.

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Criminology & Emergency Response Management - AOS Modesto (cont.)

(Continued from page 19)

CJ100 Laws & Regulations

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

CJ110 Criminal Procedures

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices. Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

CJ120 Citizen Interaction and Suspect Control

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices. The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

CJ130 Report Writing

(50 Hours / 3.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

CJ140 Corrections

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

CJ250 Correctional Institutions

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

EM120 Emergency Management and Security Services

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

CJ170 Crime Scene Technician I

(100 Hours / 6.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.

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Criminology & Emergency Response Management - AOS Modesto (cont.)

(Continued from page 20)

CJ271 Crime Scene Technician II

(40 Hours / 2.5 Credit Units)

Prerequisite – CJ170

This course provides the student with an understanding of basic crime scene investigation. Topics include processing a crime scene, various types of physical evi-



dence, laws of evidence and a field trip. The student that successfully completes CJ 170 and 171 will receive a certificate as a Crime Scene Technician.

EM133 – First Responder

(60 Hours / 4 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

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cation outcomes for this course are dependent upon your campus location. The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

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Criminology & Emergency Response Management - AOS Modesto (cont.)

(Continued from page 21)

PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.

ENG100 English

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

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Culinary Arts Diploma

COURSE OBJECTIVE

There's never been a better time to turn your passion for food into an exciting career.

The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.

Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a Culinary Arts Diploma.

CAREER PATHS/JOB TITLES

Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

880 Hours / 52 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.

See your Admissions Representative for available class times.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).



CUL101 Concepts of Food Service Industry - Culinary Foundations 1

(7 Qtr. Credit Units, 100 hours)

This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie

(6.5 Qtr. Credit Units, 100 Hours)

Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

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Culinary Arts Diploma

(Continued from page 23)

CUL121 Kitchen Skills Development - Culinary Foundations 2

(6.5 Qtr. Credit Units, 100 Hours)

Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger

(6.5 Qtr. Credit Units, 100 Hours)

This module covers the fundamentals of preparing salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3

(6.5 Qtr. Credit Units, 100 Hours)

This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine

(6.5 Qtr. Credit Units, 100 Hours)

This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine

(6.5 Qtr. Credit Units, 100 Hours)

Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship

(6 Qtr. Credit Units, 180 Hours)

Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

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Heating, Ventilation & Air Conditioning

COURSE OBJECTIVE

The Heating, Ventilation & Air Conditioning (HVAC) program provides training for students in the theories, techniques, and practices involved in the HVAC field.

Students will learn to install, maintain, and troubleshoot HVAC systems installations and will be conversant with industry standards. Students must successfully complete the EPA Universal certification process in order to graduate.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a *DIPLOMA*.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the HVAC field including Refrigeration Technician, Heating Technician, Air Conditioning Technician, and Systems Engineer.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms and a toolkit are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

800 Hours / 48.5 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and include an Independent Study component. See your Admissions Representative for available class times.

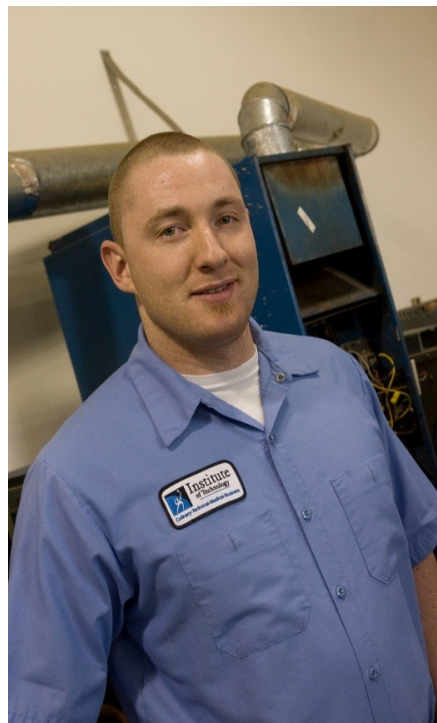
THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

HVAC08-1 HVAC Fundamentals

(6 Qtr. Credit Units, 100 Hours)

This module will introduce basic electricity including AC and DC, Ohms Law, magnetism, components, electrical quantities, and measurement. Students will be introduced to power distribution and various types of electric motors, including how the motors are used, and various



types of motor controls. Additionally students will analyze, construct, and troubleshoot electrical circuits using ladder diagrams.

HVAC08-2 Introduction to HVAC Concepts

(6 Qtr. Credit Units, 100 Hours)

Students will gain a solid understanding of safely handling and using refrigerants and will study EPA 608 regulations to obtain their Universal license. Students will explore the theory of the HVAC system and learn the four major components including; the compressor, condenser, evaporator, and metering device. Students will also learn gas laws including Boyle's Law, Charles Law, and the universal gas laws and how they pertain to the foundations of refrigeration, heating and air conditioning.

HVAC08-3 Basic Refrigeration, Heating and Air Conditioning

(6 Qtr. Credit Units, 100 Hours)

This module will include concepts of physical properties of air and air distribution, theories of heat, matter and energy, and heat load calculation. Students will expand knowledge of Boyles Law, Charles' Law and universal gas laws and how they apply to the foundations of refrigeration, heating, and air conditioning. Students will practice reading blue prints. Students will continue to improve their troubleshooting skills.

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Heating, Ventilation & Air Conditioning (continued)

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HVAC08-4 Advanced Refrigeration

(6 Qtr. Credit Units, 100 Hours)

In this module, commercial refrigeration concepts will be discussed to include types of evaporators, condensers (including draft towers) and functions of compressors. Special refrigeration systems, including various components and expansion devices, with their applications will be covered. Students will continue to improve their troubleshooting skills.

HVAC08-5 Advanced Heating

(6 Qtr. Credit Units, 100 Hours)

In this module, heating will be explored in more detail including electric heat and gas heat. Students will have practice working with electrical schematics and wiring diagrams. Principles of forced air and types of furnace pilot lights will be discussed. Indoor air quality indicators will also be discussed. Students will continue to improve their troubleshooting skills.

HVAC08-6 Advanced Air Conditioning

(6 Qtr. Credit Units, 100 Hours)

Content of this module includes history of air conditioning including comfort charts and psychometrics. Air conditioning principles and their applications will be discussed and demonstrated. Air distribution and balance will be explained as well as installation of air conditioning units. Installation of various types of ducting will be explored. Students will continue to improve their troubleshooting skills.

HVAC08-7 EPA Regulations and Refrigerant Handling

(6 Qtr. Credit Units, 100 Hours)

Students will be reintroduced to EPA regulations, Boyle's law, Charles Law, and the universal gas laws, and how they pertain to the foundations of refrigeration, heating, and air conditioning. In this module safe system evacuation techniques will be demonstrated along with various types of tubing and piping including hands on skills in soldering and brazing. Students will continue to use proper methods of recovery and reclaiming refrigerant handling and learn proper techniques for evacuating and recharging the system.

ProDev-5wk Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.



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Human Resource Administrator - AAS

COURSE OBJECTIVE

The Human Resource Administrator (HRA-AAS) program provides training for students in the software, business and HR procedures that will equip them to seek positions in both small and large companies. The Human Resource Administrator program focuses on the organization, supervision and training of a personnel department and the implementation of proper testing and assessments for job recruitment. The administration of a job evaluation and employee standards and procedures will be discussed as well as the administration of employee files including Federal and State laws relating to labor law; health, safety, security, and worker's compensation regulations. Fiscal basics including the accounting cycle and basic bookkeeping will be developed.

The program will also focus on the education and counseling of employees on employee benefits and the training of front line supervisors regarding personnel problems within their departments. Marketing, print and advertising skills are emphasized. Conflict resolution skills will be discussed and the development of a formal employee grievance procedure will be reviewed. Emphasis is placed on communication and ethics throughout the program.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive an **ASSOCIATE OF APPLIED SCIENCES DEGREE**.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to work as an entry-level HR Personnel Administrator, Director or Analyst. Position titles may also include Human Resource Generalist, Human Resource Manager, Human Resource Specialist, Assistant Director, Project Manager, Recruiter, Training & Development Specialist, Marketing Assistant, Compensation Specialist, Payroll Administrator, Employment Clerk, Benefits Clerk II, Personnel Clerk, and Office Manager.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

91 Quarter Credit Hours, 1200 Clock Hours

Classes are held Monday through Thursday for 60 weeks. *See your Admissions Representative for available class times.*



THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability.

HR100 Business Ethics and Labor Laws/Office

Applications

(7 Qtr. Credit Units, 100 hours)

This module will focus on issues related to business ethics. Focus will be placed on equal employment, discrimination and sexual harassment and ethnic diversity in the workforce. Federal and State labor laws will also be introduced. Students will also be introduced to office application software and computer concepts.

HR110 Personnel and Employee Conduct/Office

Applications

(7 Qtr. Credit Units, 100 hours)

This module will focus on issues related to personnel and employee conduct issues. Discussion will be on recruiting, testing and interviewing assessments. Also discussed will be hiring and termination issues, job descriptions and duties, performance evaluations and proper and compliant employee record keeping. Employee conduct will be reinforced through the development of an employee handbook project and discussion on communication and conflict resolution. Students will further explore various business office software applications and concepts.

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Human Resource Administrator - AAS (continued)

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HR120 Compensation & Benefits Administration

(7 Qtr. Credit Units, 100 hours)

This module will focus on issues related to the health, safety and security of a business. Topics will include; health insurance and benefits, safety laws and regulations, worker's compensation and personnel reports. This module will also review and discuss payroll fundamentals and payroll software systems. Students will further explore various business office software applications and concepts.

HR130 Fundamentals of Management and Labor Laws 2

(7 Qtr. Credit Units, 100 hours)

This module will focus on the Human Resource Department's Role in the organizational chart. Included will be styles of management, communication training, and leadership and team building concepts. This module will further explore federal and state labor laws and practices. Students will further explore various business office software applications and concepts.

HR140 Employee Conduct 2

(7 Qtr. Credit Units, 100 hours)

This module will focus on the training and development of a personnel staff. Topics will include employee job satisfaction, coaching and counseling, investigation and documentation. Students will further explore business office applications and software and complete advanced HR projects as assigned by the instructor.

HR150 Health/Safety/Security 2

(7 Qtr. Credit Units, 100 hours)

This module will further explore HR issues as they relate to compliance of labor laws, regulations and standards. Analysis of health, safety and security reports will be discussed and a final auditing project of HR issues will be given. Grievance procedures and unfair labor practices will be reviewed as well as special issues and concerns involving the formation of labor unions and organizations. A final project based on office applications software will be given.

AC200 Fiscal Management

(7 Qtr. Credit Units, 100 hours)

Students learn foundational skills involving management of money including banking, interest, checkbook maintenance and reconciliation of bank accounts. Interest rates on loans and credit cards will be addressed.

Simple procedures for accurately maintaining a petty cash fund, as well as costs and ordering office supplies and focus on developing a fundamental understanding of costs related to employee benefits packages. Basic bookkeeping and accounting principles in a fiscal cycle for a proprietorship will be applied using manual forms, as well as formatting & calculating the forms in a spreadsheet environment. Students develop an understanding of generally accepted accounting procedures for a complete fiscal cycle.

HR200 Human Resources Information System

(7 Qtr. Credit Units, 100 hours)

Students will gain familiarity with the use of human resources software, and learn to use and apply HR theory using an appropriate HRIS application. Students will manage HR issues of a mock company utilizing the software, and develop applicable reporting documents from software printouts and downloads.

HR210 Advertising and Print

(3.5 Qtr. Credit Units, 50 Hours)

Students learn employment advertising and promotion including print, media, and internet platforms creating employment ads using various software. Students will also learn to create employee handbooks and flyers using various software.

PD100 Professional Development

(6.5 Qtr. Credit Units, 100 hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job.

ENG100 English

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization, and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

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Human Resource Administrator - AAS (continued)

(Continued from page 28)

PSY100 Psychology

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, identify their own strengths, weakness, and growth areas.

PHIL100 Introduction to Ethics

(5 Qtr. Credit Units, 50 contact hours)

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

SPE100 Speech

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. Students will be able to apply effective communication skills into oral presentations, with or without the support of presentation software.

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Industrial Maintenance and Automated Technology

COURSE OBJECTIVES

This course is designed to introduce a potential industrial maintenance technician to inspecting, servicing, and maintaining complex mechanical systems. The course will lean aggressively towards the implementation and knowledge of Programmable Logic Controllers (PLCs). There will also be a strong focus in troubleshooting techniques and procedures for mechanical and/or electrical applications, including cooling towers, heat pumps, and chillers. The course will take a student into load calculations, liquid piping, pneumatics, plumbing, wiring, drives, and much more. In addition, you can learn about vital safety considerations, including electrical, maintenance, building, OSHA and health codes.

Students who successfully complete the program will receive an **Associate in Occupational Studies** degree.

EMPLOYMENT OPPORTUNITIES

The industrial maintenance and automated technology field is a dynamic and hands-on career. In this rewarding and broad skilled trade industry there are many options when it comes to career paths. The industrial maintenance field involves everything from mechanical and electric repair to welding and preventative maintenance within industrial or commercial settings. Opportunities stretch out from manufacturing/processing plants to sales and marking within the Industrial Maintenance field.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT EQUIPMENT AND SUPPLIES

Uniforms and a toolkit are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

92.5 Quarter Credit Units, 1400 clock hours

Classes are held Monday through Thursday for 70 weeks. See your admissions representative for available class times.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Industrial Maintenance and Automated industry.



IMAT100: Safety, Code Compliance & General Manufacturing Practices

100 hours / 7 Quarter Credit Units

The course focuses on workplace safety, general manufacturing practices and OSHA compliance. In addition; it will focus on laws governing workplace safety and environmental concerns. Students will study basic principles of interpreting engineering drawings and schematics. Through interpretation and sketching, students will develop a visualization of the part, section or assembly. This course will use drawings pertinent to Industrial Maintenance along with examples and discussions of manufacturing processes.

IMAT110: Industrial Mathematics and Business Office Communications

100 hours / 7 Quarter Credit Units

Applied General Education Component

This module is designed to review and develop fundamental concepts of mathematics pertinent to the field of Industrial Maintenance and electricity. Students will be introduced to business office software applications additionally; students will improve critical thinking, speaking, listening, conflict management and writing skills. Where possible, the course will be tailored to specific employment and maintenance situations.

IMAT120: Introduction to Electricity

100 hours / 6.50 Quarter Credit Units

This module will introduce basic electricity including AC and DC, Ohms Law, magnetism, components, electrical quantities, and measurement. Students will be introduced to power distribution and various types of electric motors, including how the motors are used, and various types of motor controls. Additionally students will analyze, construct, and troubleshoot electrical circuits using

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Industrial Maintenance and Automated Technology (continued)

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ladder diagrams. *IMAT students will also explore AC and DC Motors, single phase and 3 phase motors, and variable frequencies drives.*

IMAT130: Metal Process

100 hours / 6.50 Quarter Credit Units

This module will cover basic metalworking and is designed to provide students with instruction in metalworking processes. Instruction units will include safety, layout and measuring, machining, oxy-acetylene, MIG welding, brazing, cutting and properties of metal.

IMAT140: Industrial Fluid Distribution Systems

100 hours / 6.50 Quarter Credit Units

This Module will cover installation and repair of fluidic systems. Will include fittings, thread cutting, pipe sweating, roll grooving, solder, plastic cementing, repair equipment and tools. The course will also include pumps, valves, water supply systems and fire protection distribution systems.

IMAT150: Industrial Equipment Mechanisms, Electricity and Controls

100 hours / 6.50 Quarter Credit Units

This module will cover basic principles of physics specific to electro-mechanical systems. Students will learn how to emphasize measurement, lubrication, energy, power, machines and fluid, and chemical properties. Introduce installation, timing & synchronization of machine drive components. Introduce motors, transformers and various electro-mechanical devices to enhance AC power distribution and control topics. Introduce PLCs in the on/off mode.

IMAT160: Introduction to Programmable Logic Controllers (PLCs)

100 Hours / 6.50 Quarter Credit Units

Students will build off fundamental knowledge and training of Industry standard PLCs programming language from earlier modules. Students will build on the installation, interfacing, operation and programming. Study discrete analog input and output; hardware sensor interfacing and troubleshooting techniques; fundamentals of digital systems and will program PLCs using timer, counter, latch, data movement, sequencing, integer arithmetic and other instructions.



IMAT170: Industrial Fluid Power, Hydraulics & Pneumatics

100 Hours / 6.50 Quarter Credit Units

This module will study the fundamentals of fluid power (hydraulics and pneumatics) and its components as well as principles, functions and terminology. Will cover the application of fluid power systems to various machines along with maintenance and troubleshooting

IMAT180: Heating, Ventilation, Air Conditioning & Refrigeration

100 Hours / 6.50 Quarter Credit Units

Students will gain a solid understanding of safely handling and using refrigerants and will study EPA 608 regulations to obtain their Universal license. Students will explore the theory of the HVAC system and learn the four major components including; the compressor, condenser, evaporator, and metering device. Students will also learn gas laws including Boyle's Law, Charles Law, and the universal gas laws and how they pertain to the foundations of refrigeration, heating and air conditioning. *IMAT Students will explore heating and cooling systems relevant to industrial maintenance facilities.*

IMAT190: Advance Electrical

100 Hours / 6.50 Quarter Credit Units

This module will introduce semiconductor devices with an emphasis on their practical use. Students will construct and troubleshoot power supplies, amplifiers, elec-

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Industrial Maintenance and Automated Technology (continued)

(Continued from page 31)

tronic switches, relay drivers, photo-optical isolators and power control electronics. Students will learn to identify and troubleshoot diodes, bipolar transistors, silicon controlled rectifiers, light emitting diodes and other components found in industrial electronics.

IMAT200: Industrial Maintenance Mechanic & Manufacturing Systems (Applications & Controls)

100 contact hours / 6.50 Quarter Credit Units

This module will place an emphasis on the tools used for maintenance. Presents review of lock out / tag out, confined space and safe rigging practices, manufacturing types and operations, torque, metal properties and hardness, gaskets, pumps, gears, motors, pulleys and alignments.

IMAT210: Advance Programmable Logic Controllers (PLCs)

100 contact hours / 6.50 Quarter Credit Units

In this course, students will learn the advanced inner workings of automated systems. This course will also introduce other programming languages in PLC.

IMAT220: Industrial Mathematics 2 and Business Office Communications 2

100 contact hours / 7.00 Quarter Credit Units

Applied General Education Component

Students will continue to review concepts of mathematics introduced in IMAT110. Higher levels of mathematics will be explored and applied to operational procedures conducted in the field of Industrial Maintenance and electricity. Additionally, students will integrate computer skills to track and compile manufacturing data, analyze, and interpret the data collected to improve the manufacturing process. A continuation of computer office application software skills introduced in IMAT110 will be further explored in this course.

Professional Development

100 hours / 6.5 Quarter Credit Units

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

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Medical Billing and Office Administration

COURSE OBJECTIVE

The objective of the Medical Billing and Office Administration (MBOA) program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in a medical office setting with the potential to advance. IOT instructors provide quality education in general medical office procedures; including scheduling appointments, patient records, and filing. Students are taught coding procedures, and the proper management and execution of various medical insurance plans and programs.

Students also receive a basic knowledge of anatomy and physiology, a strong foundation of medical and pharmaceutical terminology, instruction in medical billing and collections, along with the study of medical ethics and public relations. In all classes, students practice keyboarding, 10-key calculator, and transcription for increased accuracy and speed.

An efficient medical office professional must use medical terminology in transcribing dictation, preparing correspondence, and assisting the physician or medical scientist with reports, speeches, articles, and conference proceedings. Therefore, students will learn the medical language with study of prefixes, suffixes, word roots, abbreviations, and pronunciations.

Recent legislation regarding privacy of patient files has made it necessary for physicians and medical facilities to rely on, and have complete confidence in, the abilities of those who manage their practices included but not limited to Health Insurance Portability and Accountability Act (HIPAA) and medical law and ethics considerations. Students will also be introduced to Electronic Medical Records (EMR) and office applications used in the medical office environment. Students who successfully complete the program will receive a DIPLOMA and will have the abilities that employers are seeking.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to find an entry-level position in a medical office setting.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

860 Hours / 47.5 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and include an Independent Study component. See your

Admissions Representative for available class times.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

CERTIFICATION

As a graduate of IOT, you may be eligible to sit for and obtain national certification. Please check with your campus for specific exam availability.

MBOA110 Medical Records Management

(6 Qtr. Credit Units, 100 Hours)

This module introduces students to administrative duties and procedures required in a medical office setting to include an understanding of medical law, ethics, and HIPAA regulations. Insurance terminology is addressed as well as the basics of health insurance, billing and coding practices. Students will learn the medical language with study of prefixes, suffixes, word roots, abbreviations, and pronunciations. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.





Medical Billing and Office Administration (continued)

MBOA120 Medical Office Communication

(6 Qtr. Credit Units, 100 Hours)

This module focuses on student development in keyboarding and computer application skills to create source documents, collection letters, and spreadsheet for tracking/analysis purposes. Students will also learn how to build skills in various types of contracts and how these contracts impact billing accuracy. Coordination of these benefits will be a continual developing skill. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

MBOA130 Office Applications and Insurance Billing

(6 Qtr. Credit Units, 100 Hours)

This module focuses on preparing the students for medical billing and basic computer software applications. Students will learn the importance of phone etiquette, completing referrals, and authorizations. Students will continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

MBOA140 Medical Coding

(6 Qtr. Credit Units, 100 Hours)

This module develops the student's basic diagnostic and procedural coding skills utilizing the ICD, CPT, and HCPCs coding books. The student will be able to explain the importance of the codes and how these codes are used in the medical billing environment. Hands-on application of coding introduces the students to various types of medical specialties and the standards for accuracy and compliance. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

MBOA150 Medical Billing

(6 Qtr. Credit Units, 100 Hours)

This module focuses on instruction to the students in medical billing terminology. Additionally, students will develop an understanding of medical and dental terminology as well as basic anatomy and physiology. Keyboarding and ten-key calculator are practiced for increased accuracy and speed. Students will receive certification upon successful completion of training and examination of CPR and emergency procedures.

MBOA160 Electronic Medical Records

(6 Qtr. Credit Units, 100 Hours)

This module focuses on instructing the students in software that assists in all aspects of the medical office. This includes scheduling, service charges, payment processing, billing and various reports. Understanding the fundamentals of computer data entry and how the computer makes daily tasks more accurate and efficient are covered. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

ProDev-5wk Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

MBOA-10 Medical Office Externship

(5 Qtr. Credit Units, 160 Hours)

This module enables the student, during a 5-week practicum, to apply and develop knowledge and skills in a medical office, clinic environment. Students must earn a minimum of 160 extern hours to meet the graduation requirements of the Medical Billing and Office Administration Program.

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Pharmacy Technician

COURSE OBJECTIVE

Pharmacy Technicians assist and support licensed pharmacists in providing healthcare and medications to patients. They must have a broad knowledge of pharmacy practice and be skilled in the techniques required to order, stock, package, and prepare medications. Having a sound education in pharmacy technology and law, pharmacy calculations, drug distribution, and the preparation of sterile dosages will prepare participants to compete in the job market.

Because the staff at IOT is dedicated to your success, you will be provided with a comprehensive education that teaches technical skills along with the professional skills you will need to succeed. Students will receive instruction in all aspects of retail and institutional pharmacy positions, while communication and interpersonal training will prepare them for a successful life in this rewarding profession. Customer service skills are essential for the pharmacy technician who must interact with pharmacy coworkers, patients, and other healthcare professionals on a daily basis. Students will acquire skills in computer applications, interpretation of prescriptions, and pharmaceutical calculations. Students who successfully complete the program will receive a DIPLOMA.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment in a pharmacy, hospital, or other health care facilities as a Pharmacy Aid, Pharmacy Clerk, or Registered Pharmacy Technician.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

REGISTRATION

In order to obtain a Pharmacy Technician (PT) position in the State of California, all Pharmacy Technicians must be registered with the State. All enrolled PT students will be given a Pharmacy Technician Registration Application and Requirement Package prior to the 3rd module of instruction. All applicants, prior to enrollment, must sign a Pharmacy Technician Disclosure Statement signifying understanding of the requirements.

STUDENT SUPPLIES

A lab coat and supplies are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

860 Hours / 47.5 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and include an Independent Study component. The Phar-



macy Technician program total clock hours exceeds the minimum requirements for State Licensure by 620 hours. The material required for registration as well as additional professional development and office management outcomes specific to both retail and clinical sites is covered throughout the current program. *See your admissions representative for available class times.*

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

CERTIFICATIONS

As a graduate of IOT, you may be eligible to sit for and obtain national certification. Please check with your campus for specific exam availability.

PT08-1 Pharmacological Management

(6 Qtr. Credit Units, 100 Hours)

The students will be able to distinguish between antibiotic, antifungal, and antiviral medications. Vitamins and herbal supplements will be discussed. Also included will be discussions and activities to familiarize the students with financial issues and inventory management in the pharmacy.

The students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calcula-

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Pharmacy Technician (continued)

(Continued from page 35)

tions. In addition, muscle relaxants and drugs for arthritis will be discussed. The students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

PT08-2 Principles of Pharmacy Practice

(6 Qtr. Credit Units, 100 Hours)

In this module, students will become familiar with the uses of antidepressants, anticonvulsants, and medications used to treat gastrointestinal disorders. Topics of discussion will also include practices in a community pharmacy setting, including typing and filling prescriptions. Students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

PT08-3 Overview of Drug Effects

(6 Qtr. Credit Units, 100 Hours)

Students will become familiar with the appropriate use of cough medications and respiratory drugs, antihistamines, topical (skin) and, ophthalmic drugs. The principles of compounding will be discussed. Students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

PT08-4 Hormonal Therapies

(6 Qtr. Credit Units, 100 Hours)

Students will learn the different hormones for the male and female, as well as their relationship to the medications used to treat various hormonal disorders. Drugs to treat urological problems will also be explored. Topics of discussion will include drug delivery processes and actions, side effects such as allergic responses, medication errors, and drug interactions. The students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

PT08-5 Cardiac and Cancer

(6 Qtr. Credit Units, 100 Hours)

The students will be able to identify and categorize medications used to treat cardiac disorders. The students will also become familiar with cancer medications and treatments. The students will become familiar with the practices in an institutional pharmacy setting, including aseptic technique and the preparation of injectable products. The students will acquire skills in computer applications, medication order interpretation, and pharmaceutical

PT08-7 Pharmacy Law and Ethics

(6 Qtr. Credit Units, 100 Hours)

The students will become familiar with the history of pharmacology, be able to discuss current practices and legalities of drug testing and approval, the role of the FDA and regulatory standards, and legislation related to drug use.

The students will be able to distinguish between narcotic and non-narcotic medications including anesthetics and analgesics. In addition, muscle relaxants and drugs for arthritis will be discussed. The students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

ProDev-5wk Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PT08-6 Externship

(5 Qtr. Credit Units, 160 Hours)

In this final module, arrangements will be made to place students in an externship site in the business community. To graduate, students must successfully complete 160 hours in the externship. The externship is designed to allow the students to acquire practical experience and mentorship as they transition into the pharmacy business.

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Physical Therapist Assistant

COURSE OBJECTIVE

There is a high demand for physical therapist assistants in the workforce despite the economic downturn. According to the Bureau of Labor Statistics, employment of physical therapists is expected to grow by 35 percent from 2008 to 2018, much faster than the average for all occupations. The need for PTAs is expected to increase into the foreseeable future as the U.S. population ages and the demand for physical therapy services grows. This program builds upon entry-level training towards an exciting career path as a licensed or certified physical therapist assistant.

Upon completion of the Physical Therapist Assistant program, graduates will be able to:

- Demonstrate the skills and knowledge to successfully provide physical therapy interventions across a broad range of clinical settings under the guidance of a physical therapist.
- Achieve adequate academic preparedness to sit for the National Physical Therapy Exam for PTAs.
- Demonstrate ability to use technology and electronic communication.
- Demonstrate proficiency in critical thinking, information management, communication skills, respect and responsibility.
- Demonstrate professional behavior.

Students who successfully complete the program will receive an **Associate in Applied Science** degree as a Physical Therapist Assistant.



CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment as a Physical Therapist Assistant, Home Health Physical Therapist Assistant, Skilled Nursing Facility Physical Therapist Assistant, Outpatient Physical Therapist Assistant, and Acute Care Physical Therapist Assistant.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Textbooks are provided to the student either as classroom resource or are purchased by the student. A gait belt, goniometer, and a student uniform are required and are available for purchase.

HOURS OF INSTRUCTION/PROGRAM LENGTH

1,573 Hours / 65.5 Semester Credit Hours

Classes are held Monday through Thursday for 75 weeks. *See your Admissions Representative for available class times.*

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology, Inc. reserves the right to change the content of the courses due to modifications in content by the field of Physical Therapist Assistant.

SEMESTER 1

BIO-105 Anatomy & Physiology

75 hours/4.5 Semester Credit Units

This course addresses the structures and function of components of the human body including homeostasis, regions of the body, anatomical directions and planes, chemical level of organization, cellular level of organization, tissue level of organization, and body systems. Body systems discussed are integumentary, skeletal, articular, muscular, nervous, endocrine, cardiovascular/hematologic, lymphatic/immune, respiratory, digestive/hepatic and biliary, nutrition/metabolism, urinary/renal, and reproductive.

PSY-101 Introduction to Psychology

45 hours/3.0 Semester Credit Units

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.

PHYS-125 General Algebra and Physics

45 hours/3.0 Semester Credit Units

This course addresses general Algebra and Physics concepts. The first weeks of the class are dedicated to quantitative principles including solving and graphing linear

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Physical Therapist Assistant (continued)

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equations and inequalities, algebraic formulas, geometric applications, and scientific notation. The remaining weeks incorporate Physics concepts including Newton's Laws of Motion, momentum, rotational motion, gravity, properties of matter, kinetic energy, heat, thermodynamics, sound, electricity, and light. Principles of Algebra introduced earlier are applied to facilitate critical thinking, reasoning, and strategies to solve physics problems.

ENG-101 English

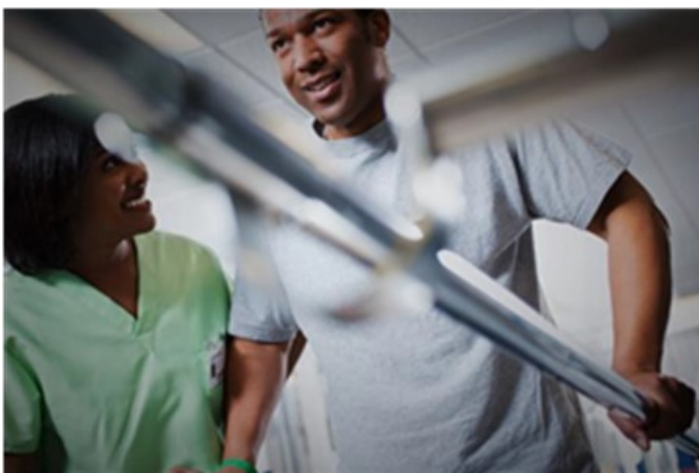
45 hours/3.0 Semester Credit Units

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization, and word usage rules within a variety of writing and oral assignments. Written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. The preparation and format of a research paper is included. Oral communication is included focusing on organizing and delivering various types of presentations, listening skills, and interpersonal responses.

PTA-101 Introduction to Physical Therapy

30 hours/2.0 Semester Credit Units

This course introduces the student physical therapist assistant to the physical therapy profession including history of the profession, scope of practice/work, jurisdictional practice act, practice environments, overview of therapeutic interventions, professional organizations, cultural awareness regarding colleague/client/patient interactions, documentation, and obligation for lifelong learning. The course includes medical terminology commonly used in physical therapy.



SEMESTER 2

PTA-150 Clinical Science I

45 hours/3.0 Semester Credit Units

This course addresses the pathophysiology of diseases commonly seen in physical therapy involving the skeletal, muscular, integumentary, immune, cardiovascular, respiratory, endocrine, gastrointestinal, urinary and reproductive systems. The course material focuses on the implications for physical therapy relative to the disease process. Basic principles of pharmacology and common drugs for the disease processes are included.

PTA-107 Functional Anatomy

30 hours/1.5 Semester Credit Units

This course addresses biomechanics, normal movement of the musculoskeletal system, coaction of the nervous system with the muscular and integumentary systems, surface anatomy, palpations, normal gait, and posture. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

COM-101 Communication

45 hours/3.0 Semester Credit Units

Upon successful completion of this course, students will demonstrate confidence and credibility in communicating in a range of situations. Students will explore theories and models of communication while participating in a series of oral presentations to help build verbal and non-verbal communication skills.

PTA-108 Kinesiology

30 hours/1.5 Semester Credit Units

This course addresses manual muscle testing, goniometry, and special tests and measurements commonly used in physical therapy. Assessment data gathered is applied to normal and abnormal movement patterns. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

PTA-110 Patient Care

30 hours/1.5 Semester Credit Units

This course addresses principles of patient management, infection control, assessment of vital signs, positioning and draping, wheelchair management, transfer activities, gait training with assistive devices, and introduction of special equipment. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and

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Physical Therapist Assistant (continued)

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laboratory practical exams to pass the class.

PTA-115 Therapeutic Interventions

60 hours/2.5 Semester Credit Units

This course addresses the theoretical principles, application, and physiological responses to superficial thermal agents, deep thermal agents, athermal agents, cryotherapy, electrotherapeutic agents, hydrotherapy, and mechanical traction. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and



laboratory practical exams to pass the class.

SEMESTER 3

PTA-215 Therapeutic Exercise I: Introduction to LE

75 hours/3.5 Semester Credit Units

This course addresses the fundamental principles of therapeutic exercise including indications and physiological responses. Aerobic conditioning and health promotion through exercise is incorporated into the theoretical principles. Anthropometric measurements are covered relative to health. The specific exercise focus is for orthopedic conditions involving the lower extremities and pelvis. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

PTA-201 Physical Therapy for the Pediatric Population

45 hours/2.5 Semester Credit Units

This course addresses fine and gross motor milestones, infant reflexes, righting responses, normal and delayed development patterns, conditions affecting children and the application of interventions. The focus is development of the person from prenatal through early adulthood.

PTA-202 Physical Therapy for the Geriatric Population

30 hours/1.5 Semester Credit Units

This course addresses the effects of aging on the various body systems and the implications for physical therapy. Cardiac rehabilitation is included in the course topics. Common assessments used to determine patient safety and functional level are presented.

PTA-250 Clinical Science II

15 hours/1.0 Semester Credit Units

This course addresses abnormal conditions of the nervous system including common pharmacology. It is designed as a companion course to PTA 251.

PTA-251 Neuromuscular Rehabilitation

60 hours/2.5 Semester Credit Units

This course addresses assessment and interventional techniques for neurological conditions. It is designed as a companion course to PTA 250. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

PTA-220 Professional Issues & Ethics I

15 hours/1.0 Semester Credit Units

This course addresses HIPAA, OSHA, FERPA, patient safety, emergency management, jurisdictional regulations, supervision, Code of Conduct, risk management, healthcare models, payment for physical therapy services, and health and wellness. Students will complete a certified CPR class.

SEMESTER 4

PTA-225 Therapeutic Exercise II: UE, Spine, and Pelvis

63 hours/3.0 Semester Credit Units

This course addresses therapeutic exercises for orthopedic conditions involving the upper extremities, spine, and pelvis. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

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Physical Therapist Assistant (continued)

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PTA-210 Clinical Simulations

30 hours/1.0 Semester Credit Units

This course allows the student to perform integrated treatments based on mock clinical scenarios. Emphasis is placed on the ability to follow an established plan of care, make appropriate adjustments and progressions within the plan of care, and to determine when to contact the physical therapist. The treatment must be completed correctly, safely, professionally, and within an appropriate timeframe. The student will prepare and instruct another person in a home exercise program. The course includes the components of documentation with emphasis on the SOAP note. The training for the electronic CPI is included and the student must demonstrate proof of completion.

PTA-205 Manual Therapy

30 hours/1.5 Semester Credit Units

This course addresses the principles and practical application of physical therapy massage and soft tissue mobilization techniques currently used in clinical practice. Grade 1 and 2 peripheral joint mobilizations and compression therapies are included in the course material. Principles of wound care and management are presented including mock scenarios to apply/remove dressings and maintain a sterile field. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

PTA-260 Clinical Practicum I

320 hours/7.0 Semester Credit Units

This course is an eight-week full-time clinical experience. It provides students with an opportunity to apply theory and skills learned in the classroom and laboratory to a clinical setting under the supervision of a licensed physical therapist or licensed physical therapist assistant. Emphasis is placed on principles of patient management, written and oral communication, safety, and correctly and efficiently performing skills taught in the program. The Director of Clinical Education and the clinical instructor monitor the student's progress. The student is expected to obtain entry level in critical performance areas and rate 75% entry level in other graded skill/intervention areas. The student must pass this clinical experience to proceed to PTA 270.

SEMESTER 5

PTA-230 Physical Therapy for Special Populations

45 hours/2.5 Semester Credit Units

This course addresses special considerations, management, and physical therapy interventions for the patient

with an amputation including fitting/use/care/gait training with prosthetics, patient with respiratory condition, patient with an oncology diagnosis, the pregnant patient, and patient with a urogenital diagnosis. Indications, fit, and care of commonly used orthotic devices are presented. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

PTA-235 Preparation for the National Exam

15 hours/1.0 Semester Credit Units

This course addresses standardized test taking strategies and review of material from technical courses. Student will have the opportunity to take mock board exams and analyze performance based on knowledge or test taking strategy. Students must successfully pass a mock exam to graduate from the PTA program.

PTA-240 Professional Issues & Ethics II

30 hours/2.0 Semester Credit Units

This course addresses current professional issues in physical therapy, administrative policies and procedures, clinical management, use of outcome measurements, and career preparation and development.

PTA-270 Clinical Practicum II

320 hours/7.0 Semester Credit Units

This course is an eight-week full-time clinical experience. It provides students with an opportunity to apply theory and skills learned in the classroom and laboratory to a clinical setting under the supervision of a licensed physical therapist or licensed physical therapist assistant. The student is expected to obtain entry level in all graded performance/skill/intervention areas. The student must pass this clinical experience to graduate from the PTA program.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>



Professional Medical Assistant

COURSE OBJECTIVE

The goal of the Professional Medical Assistant (PMA) program is to introduce students to the specialized training needed for entry-level employment in medical offices, clinics, laboratories, and hospitals. The course content includes theory and practical applications in both administrative and clinical procedures.

The content and applications taught include anatomy and physiology, clinical procedures such as vital signs, injections, venipuncture, urinalysis, hematocrits, electrocardiographs, emergency and surgical procedures, patient preparation, patient medical records, accounting and insurance claims processing utilizing Electronic Medical Records (EMR) Software Applications, appointment scheduling, and effective telephone communications. Students will also be taught to manage a medical office or healthcare facility.

Successful graduates will receive a DIPLOMA and be armed with the skills and knowledge to succeed in their new career.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the medical field including Clinical Medical Assistant, Laboratory Assistant, EKG Assistant, Pharmacy Clerk, Hospital Unit Secretary, Radiology Secretary, Medical Biller, Admitting Representative, Medical Receptionist, and Medical Records Clerk.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms and supplies are required and are available for purchase. Textbooks are provided to the student as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

860 Hours / 47.5 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and include an Independent Study component. *See your Admissions Representative for available class times.*

CERTIFICATIONS

As a graduate of IOT, you may be eligible to sit for and obtain national certification as a medical assistant.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change



based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

PMA08-1 Anatomy & Physiology

(6 Qtr. Credit Units, 100 Hours)

This module will provide an overview of the basic principles of the human body, along with an introduction to clinical assisting. This module will also assist with the development of a medical vocabulary utilizing word construction and analysis. The students will be introduced to both OSHA and CLIA regulations. The students will also learn to obtain vital signs, prepare patients, obtain patient histories, and proper documentation of patient charts. Students will be able to identify and properly apply a 12-lead EKG unit to a patient, along with an introduction to PQRST analysis and EKG strip mounting. This module will include an introduction to Radiology safety, contrast medias, and patient education.

PMA08-2 Introduction to Microbiology

(6 Qtr. Credit Units, 100 Hours)

This module will introduce students to bacterial cell structures, microscope usage, and various types of equipment used in the microbiology laboratory. In this module, students will also learn how to safely handle all specimens and identify the types of media used to collect specimens.

Students will be introduced to the importance of and steps involved in quality control in the microbiology laboratory, as well as sterilization procedures utilizing the autoclave, instrument identification, and various surgical tray set-ups for minor surgical assisting.

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Professional Medical Assistant (continued)

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PMA08-3 Pharmacology & Hematology

(6 Qtr. Credit Units, 100 Hours)

The focus of this module will include pharmacology, administration of both parenteral and nonparenteral medications, interpretation of medication orders and abbreviations, as well as patient preparation and assessment. Injection locations and techniques and a variety of other clinical procedures will be introduced in this module. Students will be given an introduction to hematology, chemistry lab values, venipuncture, microhematocrits, differential cell counts, standard precautions, screenings and follow-ups, and proper documentation of records.

PMA08-4 Medical Law & Ethics

(6 Qtr. Credit Units, 100 Hours)

The focus of this module will include strategies to manage both the medical office and personnel. Following federal, state and local guidelines, students will learn methods to develop and maintain personnel, prepare policy and procedure manuals, supervise and train personnel, and maintain facility finances.

Students will gain an understanding of ethical principles, the promotion of the RMA credential legal concepts, confidentiality expectations, preparation and maintenance of confidential records, and appropriate guidelines to follow when releasing information.

Additionally, students will be taught emergency procedures and CPR & First Aid. Students will also be introduced to nutrition in health and disease.

PMA08-5 Computerized Medical Office/ Insurance Processing (6 Qtr. Credit Units, 100 Hours)

Students will learn computerized management of the medical front office in this module. Fee for service, insurance billing, electronic medical records (EMR), and coding procedures will be also be discussed. Students will learn patient file management, appointment management and telephone procedures.

PMA08-7 Administrative Applications

(6 Qtr. Credit Units, 100 Hours)

Students will be introduced to beginning computer concepts along with the paperless office. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) will be discussed. The Privacy Rule will be discussed to provide strong privacy protections that do not interfere with patient access to, or the quality of health care delivery.

Students will also learn to obtain vital signs and will learn proper documentation of patient charts. The course will assist with the development of a medical vocabulary utilizing word construction and analysis.

ProDev-5wk Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job.

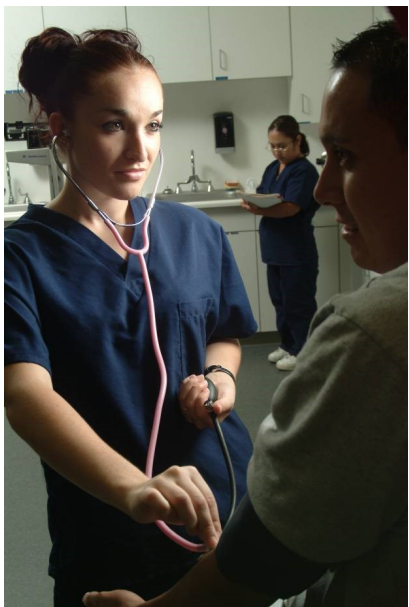
The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PMA08-6 Externship

(5 Qtr. Credit Units, 160 Hours)

Upon classroom completion, the students will enter into an externship program with an affiliated medical office, clinic or hospital. Students will receive practical experience in all phases of medical assisting. Students must earn a minimum of 160 extern hours to meet the graduation requirements of the Professional Medical Assisting Program.

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Vocational Nursing

COURSE OBJECTIVE

Nursing careers offer a wide variety of roles and a broad scope of responsibility. There are many different types of nurses, and several different ways to obtain nursing careers.

Many procedures once performed only in hospitals are being performed in physicians' offices and in outpatient care centers such as ambulatory surgical and emergency medical centers, largely because of advances in technology. LVNs care for patients who undergo these and other procedures, so employment of LVNs is projected to decline in traditional hospitals, but is projected to grow faster than average in most settings outside of hospitals. However, some hospitals are assigning a larger share of nursing duties to LVNs, which will temper the employment decline in the industry.

CAREER PATHS/JOB TITLES

Successful completion of our Vocational Nursing program qualifies graduates to take the state licensing examination, the NCLEX-PN. The state license allows graduates to practice as a **Licensed Vocational Nurse (LVN)**.

Vocational Nurses can expect a professional nursing position, under the direction of a physician or a registered nurse, entailing: providing basic nursing care, patient data collection and health-related patient teaching, performing medical treatments as prescribed, administering prescribed medications, continuous monitoring of patient health in long-term care and acute care settings.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms and supplies are required and are available for purchase. Textbooks are provided to the student as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

1575 Clock Hours

62.5 Semester Units

Full Time

3 Semesters, 51 Weeks

Classes are held Monday through Friday with occasional weekends possible; various shift schedules may be required for clinical rotations.

Part Time

5 Semesters, 81 Weeks

Classes are held 3 evenings per week with all day Saturday clinicals. Various shift schedules and week day clinical rotations may be required.

See your Admissions Representative for available class times.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability.

FULL TIME

PREREQUISITE (completed prior to VN courses)

BIO100 Introduction to Human Anatomy and Physiology

(90 Contact Hours/4 Credit Units)

This course is an introductory study of human anatomy and physiology. The fundamental facts and concepts of the normal structure and function of the human body are presented. The course progresses from the structure and function of cells and tissues to the anatomy and physiology of the integrated organ systems. Basic concepts of fluid and electrolyte and acid/base balance are introduced as well as the effects of disease on body systems. Medical terminology used in healthcare settings is integrated into the course presentations.





Vocational Nursing (continued)

CORE VN COURSES

VN-F1 Introduction to Client Centered Care

(165 Didactic/Theory Hours/330 Supervised Skills Lab Clinical Hours) 19.5 Credit Hours

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include: Professional Identity; Clinical Judgment; Culture; Communication; Caregiving; Ethics and Law; Functional Ability; Stress and Coping; Culture; Collaboration and Patient Education; Nutrition; Elimination; Sleep and Fatigue; Pain; Safety; Fluid and Chemical Balance; and Palliative Care. Dorothea Orem's Theory of Self Care is the framework applied to all concepts. The students will begin to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health maintenance.

VN-F2 Care of the Client with Self Care Deficits I

(165 Didactic/Theory Hours/330 Supervised Skills Lab Clinical Hours) 19.5 Credit Hours

This term is based on Dorothea Orem's theoretical framework, Care of the Client with Self-Care Deficits. The course builds on the competencies learned in Semester 1 while further developing learned fundamental nursing concepts as they apply to nursing care. Health and illness concepts will be presented with a focus on acute and chronic conditions across the lifespan. This semester an emphasis will be placed on the concepts of: acid-base, thermoregulation, intracranial, hormonal, and glucose regulation, nutrition, elimination, perfusion, gas exchange, immunity, inflammation, infection, tissue integrity, and sensory perception. Exemplars will provide further understanding for concepts covered.

Common threads integrated throughout the semester are: critical thinking, nutrition, psychology, communication, nursing care throughout the life span, and the role of the vocational nurse. Other topics to be covered with each concept/exemplar include, focused assessment, common therapeutic measures, diagnostic test/procedures, and drug, diet or other therapies. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual

health to the client in the clinical setting. Students will take an active role in assisting the client in health promotion and maintenance.



VN-F3 Care of the client with Self Care Deficits II

(165 Didactic/Theory Hours/306 Supervised Skills Lab Clinical Hours) 18.5 Credit Hours

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include: the reproductive system, basic obstetric care, the stages of life development from infant to adulthood, family dynamics, and the care of the infant and child at various stages of development; the musculoskeletal system and disorders, the nervous system and the sensory system, care of clients with mental illness or substance abuse, emergency care, and leadership and supervision principles.

The students will continue to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health maintenance. For the last 5 weeks, the student will have the



Vocational Nursing (continued)

opportunity to participate in a preceptorship program designed to assist the student into entering the nursing profession.

NCLEX Prep

(24 Didactic/Theory Hours) 1 Credit Hours

In this course students are provided a broad review of nursing theory topics required for licensure examination and entry into the practice of vocational nursing. Students assess their own strength and weakness of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Students will advance their skills by participating in computer adaptive testing that simulates the NCLEX testing format. Test taking strategies, critical thinking, and alternate item formats will be reviewed.



PART TIME

PREREQUISITES (completed prior to VN courses)

BIO100 Introduction to Human Anatomy and Physiology

(90 Contact Hours/4 Credit Units)

This course is an introductory study of human anatomy and physiology. The fundamental facts and concepts of the normal structure and function of the human body are presented. The course progresses from the structure and function of cells and tissues to the anatomy and physiology of the integrated organ systems. Basic con-

cepts of fluid and electrolyte and acid/base balance are introduced as well as the effects of disease on body systems. Medical terminology used in healthcare settings is integrated into the course presentations.

CORE VN COURSES

VN-P1 Introduction to Client Centered Care

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This course presents basic nursing concepts that provide the foundation upon which the Health Continuum is maintained in adults and/or children. Common threads integrated throughout the program are initiated: nursing process, pharmacology, nutrition, psychology, communication, Nursing throughout the life span, and the vocational nursing role.

The student will learn how to enter a person's intimate space, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client. Students will take an active role in assisting the client in health maintenance.

Critical thinking concepts are included and all aspects of the fundamentals of nursing are addressed. This term is the first step of a student seeking knowledge and skills to prepare for a career in Vocational Nursing. The successful student is an active participant in the learning process and practices needed for the role as a Vocational Nurse.

Semester I offers introductory subjects, which will then be applied to the systems in the following terms.

The program is based on a simple to complex philosophy, which means each term is the building block for the next term. The curriculum is based on *Dorothea Orem's Theory of Self Care* and is based on a client's ability to perform self-care activities. Students will use *Dorothea Orem's Theory of Self Care* theoretical framework along with the nursing process for their basic care.

VN-P2 Care of the Client with Self Care Deficits I

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This course is a continuation of VN-P1; basic nursing concepts that provide the foundation upon which the Health Continuum is maintained in adults and/or children.

Common threads integrated throughout the program are initiated: common deficits, diagnostic testing, medication administration, pain management, medical/surgical management, pathophysiology, pharmacology, nutrition and psychosocial aspects utilizing the nursing system approach. The curriculum introduces the material through a body systems approach. The systems are introduced from the simple to the most complex.

Anatomy and physiology will be the first objective in each body system of the curriculum. Critical thinking concepts



Vocational Nursing (continued)

are included and all aspects of Fundamentals of Nursing are addressed, and a focus of medication administration is addressed throughout the semester. The respiratory and cardiovascular systems will be introduced. The curriculum is based on *Dorothea Orem's Theory of Self Care* and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use *Dorothea Orem's Theory of Self Care* theoretical framework along with the nursing process for their basic care.

VN-P3 Care of the Client with Self Care Deficits II

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This term will further the student's knowledge in the care of the medical/surgical client. Common threads integrated throughout the program are initiated: Common deficits, diagnostic testing, medication administration, pain management, medical/surgical management, pathophysiology, pharmacology, nutrition and psychosocial aspects utilizing the nursing system approach.

The curriculum introduces the material through a body systems approach. The following systems will be introduced: Integumentary, musculoskeletal, gastrointestinal, endocrine, neurological, urinary, and sensory. The curriculum is based on *Dorothea Orem's Theory of Self Care* and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use *Dorothea Orem's Theory of Self Care* theoretical framework along with the nursing process for their basic care.

VN-P4 Care of the Client with Self Care Deficits III

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This term will further the student's knowledge in the care of the medical/surgical client, including the nursing care of the client during childbearing and childrearing. Common threads integrated throughout the program are initiated: Common deficits, diagnostic testing, medication administration, medical/surgical management, pathophysiology, pharmacology, nutrition and psychosocial aspects utilizing the nursing system approach.

The curriculum introduces the material through a body-systems approach. The following systems will be introduced: Oncology; immune system; hematologic; lymphatic systems; reproductive system; sexually transmitted diseases; prenatal care; complications of pregnancy; the birth process; postpartum care; newborn care; basics of pediatric care; infants with special needs (birth to 12 months); and common pediatric problems (1-18 years). The curriculum is based on *Dorothea Orem's Theory of Self Care* and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use *Dor-*

othea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P5 Care of the Client with Self Care Deficits IV

(99 Didactic/Theory Hours/174 Supervised Skills Lab Clinical Hours) 10.7 Credit Hours

More advanced deviations are introduced and Self-Care concepts continue to be the basis for the care of the client. Anatomy and Physiology will be addressed as it applies to each body system. Common deficits and limitations, diagnostic exams, medical/surgical management, pathophysiology, nutritional needs, pharmacologic agents and psychosocial needs will be discussed.

The student will be introduced to the client with mental deficits. Theories on leadership and supervision are introduced and followed by a clinical preceptorship. The curriculum is based on *Dorothea Orem's Theory of Self Care* and is based on a client's ability to perform Self-Care activities. Students will use *Dorothea Orem's Theory of Self Care* theoretical framework along with the nursing process for their basic care.

NCLEX Prep

(24 Didactic/Theory Hours) 1 Credit Hours

In this course students are provided a broad review of nursing theory topics required for licensure examination and entry into the practice of vocational nursing. Students assess their own strength and weakness of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Students will advance their skills by participating in computer adaptive testing that simulates the NCLEX testing format. Test taking strategies, critical thinking, and alternate item formats will be reviewed.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Welding Technician

COURSE OBJECTIVE

The Welding Technician program provides training for students in the theories, techniques, and practices involved in the Welding field.

Students will be taught the basics of the welding trade including safety, and methods for various forms of welding. Additionally, soldering and brazing will be explored.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a **DIPLOMA**.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the Welding field including Welders, Cutters, Welder Fitters, Solderers and Brazers in addition to associated fields such as Metal Workers and in Production Occupations.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms and supplies are required and are available for purchase. Textbooks are provided to the student as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

900 Hours / 51 Quarter Credit Hours

Classes are held Monday through Thursday for 45 weeks and include an Independent Study component. *See your Admissions Representative for available class time.*



THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

WELD100 Introduction to Welding Technician

(6 Qtr. Credit Units, 100 Hours)

This course introduces the student to basic safety skills in the welding field. Basic math skills needed in the construction environment are addressed. Identification, use, and care of hand tools is introduced as well as descriptions of some of the power tools used by construction workers. The student will also identify and describe various types of construction drawings. Methods and procedures of oxyfuel cutting processes are introduced along with plasma arc cutting. Additionally, soldering and brazing are explored. Finally, welding symbols are introduced.

WELD110 Introduction to Weld Quality and Preparation

(5.5 Qtr. Credit Units, 100 Hours)

This course introduces the student to the methods and procedures related to preparing base metal for welding. The student will learn the basics of weld quality, SMAW equipment and setup, SMAW electrodes, joint fit-up and alignment, and SMAW groove welds with backing.

WELD120 Introduction to SMAW

(5.5 Qtr. Credit Units, 100 Hours)

This course introduces the student to the methods and procedures related to SMAW beads and fillet welding. Students will learn safety procedures, equipment setup, how to strike an arc, and how to produce weave beads and stringer beads. Hands-on practice and the completion of welding-related performance tasks complete this learning process.

WELD130 Introduction to Metals, Filler Metals, and Equipment

(5.5 Qtr. Credit Units, 100 Hours)

This course introduces the student to various physical and mechanical characteristics of ferrous and nonferrous metals. The student will learn how to safely control heating during each stage of a welding operation. Additional-

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Welding Technician (continued)

(Continued from page 47)

ly, this course covers methods and procedures related to GMAW and FCAW processes, along with GTAW welding techniques and provides them with sufficient practice to master those techniques.

WELD140 Basic Weld Beads

(5.5 Qtr. Credit Units, 100 Hours)

This course provides the student with methods and procedures related to GMAW. Students will learn safety procedures and the techniques used to produce various basic weld beads.

WELD150 SMAW Open-Root Pipe Welds

(5.5 Qtr. Credit Units, 100 Hours)

This course focuses on shielded metal arc welding (SMAW) of open-root pipe joints. Students will learn how to prepare and perform open-root V-groove welds on pipe in all positions using SMAW equipment and electrodes.

WELD160 SMAW Stainless Steel Plate and Pipe Groove Welds

(5.5 Qtr. Credit Units, 100 Hours)

This course focuses on shielded metal arc welding (SMAW) of open-root pipe joints. Students will learn how to prepare and perform open-root V-groove welds on pipe in all positions using SMAW equipment and electrodes.

WELD170 GMAW and GTAW Welding Processes

(5.5 Qtr. Credit Units, 100 Hours)

This course provides introduces the student to gas metal arc welding (GMAW) welding processes. It covers some basic concepts of open-root GMAW of pipe and describes how to prepare and perform open-root V-groove welds on medium and thick walled pipe in all positions. Additionally, the course provides instruction in the use of GTAW for carbon steel pipe welding, including guided practice. The student will also learn the use of GTAW for low alloy and stainless steel pipe.

ProDev-5wk Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

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Approval/Licensure Disclosure Statement

Institute of Technology was granted final course licensure from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915. The Bureau's licensure means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved every year and is subject to continuing review. The following programs are licensed:

- Accounting (AAS Degree)
- Baking and Pastry Specialist
- Barbering
- Cosmetology
- Culinary Arts Diploma
- Criminology and Emergency Response Management (AAS Degree)
- Criminology and Emergency Response Management (AOS Degree)
- Heating, Ventilation, and Air Conditioning
- Human Resource Administrator (AAS Degree)
- Industrial Maintenance and Automated Technology
- Medical Billing and Office Administration
- Pharmacy Technician
- Physical Therapist Assistant
- Professional Medical Assistant
- Vocational Nursing
- Welding Technician

Note: Programs are not offered on every campus. See Catalog Addendum for Start Dates of available programs, and for campus specific programs.

California statute requires that students who successfully complete a course of study, be awarded an appropriate diploma or certificate verifying the fact. Upon successful completion of their course work, Institute of Technology graduates will be awarded a diploma, or Associate's degree for selected programs.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees: Federal Pell Grants, Federal Direct Student Loans, Federal Supplemental Opportunity Grant, and Federal Work Study.

BANKRUPTCY DISCLOSURE

The Institute of Technology has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.





Student Complaint/Grievance Procedure

Persons seeking to resolve problems or complaints can contact the Bureau for Private Postsecondary Education, Accrediting Commission of Career Schools and Colleges, or school personnel.

Although not a requirement, please give us the opportunity to address your problem or complaint by contacting:

- 1) Director of Student Services, Director of Education and the College President
- 2) Rick Wood, Chief Executive Officer
Select Education Group
564 W. Herndon Ave.
Clovis, CA 93612
rwood@selectededucationgroup.com

Bureau for Private Postsecondary Education

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone: (916) 431-6959, fax: (916) 263-1897.

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

Accrediting Commission of Career Schools and Colleges

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. 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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

Accrediting Commission of Career Schools
and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

www.accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the College President.





How to Enroll

ADMISSIONS PROCESS

Students may inquire about the program via the telephone, internet, through the mail, or on a walk-in basis. An appointment is then made with an Admissions Representative at the campus. All students interested in applying must first meet with an admissions representative and successfully pass a 12-minute assessment test. All ability to benefit applicants (students without a high school diploma or GED) who qualify to enter, or re-enter the College will be required to demonstrate eligibility by providing documentation that they have successfully passed an approved ATB test preceding their application to the College and enrolled in a Title IV program, or provide documentation that they have successfully completed 6 units of study in a course, or courses, that are part of a Title IV eligible program and demonstrate that they have passed an approved ATB test prior to applying to the College.

Those students who wish to acquire their General Education Development Certificate (GED) should contact one of the following agencies for information:

Clovis Campus:

Fresno Adult School
2500 Stanislaus
Fresno, CA
(559) 457-6000

Clovis Adult School
1452 David E. Cook Way
Clovis, CA
(559) 327-2800

Modesto Campus:

Modesto Jr. College
435 College Avenue
Modesto, CA
(209) 575-6550

Redding Campus:

Shasta Adult School
590 Mary Street, Building 70
Redding CA 96001
Phone: (530) 245-2626

Institute of Technology accepts, as regular students, those who are being vocationally rehabilitated, whether it is through a private rehabilitation agency or a state agency. An Admissions Representative will assist in the application process. Students are encouraged to contact Student Services about GED preparation courses.

ADMISSION REQUIREMENTS

Students interested in attending the Institute of Technology must be a minimum of 18 years of age, or 17 years of age and possess one of the following, or have the written

consent of a parent or guardian:

- High school diploma or equivalent (documented through the presentation of a high school diploma, a transcript provided by the high school, or an official statement from the high school showing verification of high school graduation signed by an authorized school official), or
- Valid government or state issued GED; or
- Successful completion of an official recognized and accredited home schooling program. Students who apply and present a diploma or certificate evidencing completion of home schooling or an approved and accredited online high school program will be required to pass an entrance examination.

Foreign education documents from outside the United States or its territories that cannot be immediately confirmed as valid proof of high school completion by a college official must be submitted for assessment with a third-party evaluation agency at the prospective student's expense.

Assessment of prior education, motivation, work experience, employment potential and general aptitude for training is made at this time. Each applicant is assessed individually. The Campus President may be called upon to make appropriate determinations in special cases.

- Students enrolling in degree programs at the Institute of Technology must possess evidence of high school graduation or the equivalent as stipulated on the previous page and achieve the appropriate passing score on the required entrance examination.
- Students who have delinquent student loans from this or any other institution, must resolve the delinquent status of those loans in order to be considered for enrollment. Students who have previously defaulted on a student loan will not be considered for admission. For more on student loan repayment policy, please see page 59.

Pharmacy Technician Admissions Requirements

Applicants to the Pharmacy Technician program receive a copy of the California State Board of Pharmacy "Pharmacy Technician Registration Application Requirements."

Applicants are responsible to read its contents. Applicants must be a high school graduate or possess a valid general education development (GED) equivalent AND meet all requirements listed on the "Pharmacy Technician Registration Application and Requirements." Applicants must submit to and pass a background check to be considered for enrollment at the Institute of Technology in the Pharmacy Technician.

If an applicant does not pass the background check they are not eligible to enroll in the Pharmacy Technician pro-

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How to Enroll

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gram. Applicants need to be approved for licensing by the State of California Board of Pharmacy in order to obtain employment as a Pharmacy Technician.

Applicants are responsible to maintain a clean criminal record and avoid any conduct that might disqualify them from obtaining licensing by the State of California Board of Pharmacy during enrollment in the program.

Pharmacy Technician Licensure Requirements from the Business and Ethics Code Chapter 9, Division 2

4202. Pharmacy Technician: License Requirements for Education, Experience; Board Regulations; Criminal Background Check; Discipline

- (a) The board may issue a pharmacy technician license to an individual if he or she is a high school graduate or possesses a general educational development certificate equivalent, and meets any one of the following requirements:
- (1) Has obtained an associate's degree in pharmacy technology.
 - (2) Has completed a course of training specified by the board.
 - (3) Has graduated from a school of pharmacy recognized by the board.
 - (4) Is certified by a pharmacy technician certifying organization offering a pharmacy technician certification program accredited by the National Commission for Certifying Agencies that is approved by the board.
- (b) The board shall adopt regulations pursuant to this section for the licensure of pharmacy technicians and for the specification of training courses as set out in paragraph (2) of subdivision (a). Proof of the qualifications of any applicant for licensure as a pharmacy technician shall be made to the satisfaction of the board and shall be substantiated by any evidence required by the board.
- (c) The board shall conduct a criminal background check of the applicant to determine if an applicant has committed acts that would constitute grounds for denial of licensure, pursuant to this chapter or Chapter 2 (commencing with Section 480) of Division 1.5.
- (d) The board may suspend or revoke a license issued pursuant to this section on any ground specified in Section 4301.
- (e) Once licensed as a pharmacist, the pharmacy technician registration is no longer valid and the pharmacy technician license shall be returned to the board within 15 days.

Heating, Ventilation and Air Conditioning (HVAC) Admissions Requirements

In order to obtain employment as an HVAC Technician, graduates **may** be required by future employers to have a clean driving record and **may find it difficult** to obtain employment in the HVAC industry if there are blemishes on their driving record. Furthermore, applicants to this program are personally responsible to maintain a clean driving record during their enrollment and failure to do so may create obstacles to future employment in the HVAC industry when you graduate.

Criminology and Emergency Response Management (CERM) Admissions Requirements

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check. Applicants cannot have any felony convictions, misdemeanor convictions or any legal conditions that would prohibit the applicant from possessing a firearm. Applicants must pass a health screening to be eligible for admissions.

Industrial Maintenance & Automated Technology (IMAT) Admissions Requirements

In order to obtain employment as an IMAT Technician, graduates **may** be required by future employers to have a clean driving record and **may find it difficult** to obtain employment in the IMAT industry if there are blemishes on their driving record. Furthermore, applicants to this program are personally responsible to maintain a clean driving record during their enrollment and failure to do so may create obstacles to future employment in the IMAT industry when you graduate.

See the Catalog Addenda for Vocational Nursing and Physical Therapist Assistant requirements.

ADMISSIONS STANDARDS FOR PREVIOUSLY QUALIFIED ATB APPLICANTS

A Student who does not, at the time of enrollment, meet the entrance requirements listed previously, may qualify for the ATB exception option to enroll as an ability to benefit student.

1. If a student is beyond compulsory age for high school attendance as outlined under their residence state law, presents a certificate of completion from their high school, in lieu of a diploma, solely because the student did not pass the state required high school exit exam, he/she can be admitted under the following conditions. All ability to benefit applicants (students without a high school diploma or GED) who

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How to Enroll

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qualify to enter, or re-enter, the College will be required to demonstrate eligibility by providing documentation that they have successfully passed an approved ATB test in the 12 months immediately preceding their application to the College and enrolled in a Title IV eligible program; or provide documentation that they have successfully completed 6 units of study in a course, or courses, that are part of a Title IV eligible program. ATB applicants that have taken an approved ATB more than 12 months immediately preceding their application to the College and meet all other requirements for admissions will be required to take and pass an approved ATB test as a component of enrollment, or re-enrollment.

An ATB applicant may request to have 6 credit hours of course work from an eligible Title IV program at another college considered to qualify as an ATB student. These 6 credit hours are defined as, six semester, trimester or quarter hours or 225 clock hours.

The applicant student must make the request in writing and if requesting to have 6 credits from another college considered as proof of Ability to Benefit, the applicant must provide an official transcript in a sealed envelope at the time of the request for evaluation.

The credits must be determined to be part of a Title IV eligible program for ATB admissions to be granted under this provision. The evaluation will be conducted by the Director of Education and the Registrar.

These units if accepted are not “transfer units” unless they are determined to be transferable to a program of study at the Institute of Technology. This evaluation is separate from the ATB admission evaluation.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: WBST
- See the catalog addenda for additional examination requirements for the Vocational Nursing and Physical Therapist Assistant programs.

- **Minimum Score Required:** All ATB (Ability-to-Benefit) applicants seeking admission, or re-admission, to Institute of Technology must have previously passed the WBST (Wonderlic) with individual scores meeting the published minimum testing standards of 200 verbal and 210 quantitative.
- Non-ATB applicants taking the 12-minute Scholastic Level Exam (Wonderlic) for admission to a diploma program will be required to pass with a minimum score of 10 for all programs except Vocational Nursing and all degree programs.

Applicants applying for admissions to Vocational Nursing or a degree program must achieve the passing score indicated below for each degree program:

CERM AAS or AOS program: 16

IMAT AOS program: 14

HRA-AAS & Accounting AAS Degree programs: 16

Physical Therapist Assistant program: 20

Vocational Nursing program: 20





College Rules

CONDUCT

Students must act with courtesy and consideration toward instructors, staff, and other students.

Prospective employers seek people who have the proper attitude and behavior. Students must observe rules regarding safety, dress code, classroom behavior, homework, satisfactory progress, attendance, absences, tardiness, and make-up work. Institute of Technology reserves the right to suspend or terminate any student whose behavior disrupts Institute of Technology activities, fellow students, or the reputation of the school.

Smoking is not allowed in or within 25 feet of the buildings. Smokers and Vapers must smoke in designated smoking areas.

Sexual Harassment will not be allowed. Students or applicants who feel they are victims of sexual harassment should report any such incident to a college staff member of their choice. Reports of incidents received by Institute of Technology will be investigated in a completely confidential manner. Students receiving independent government agency funding (such as WIA) may also report the incident to their agency representative.

Safety is important! Deliberate disregard of safety instructions will not be tolerated. Horseplay is unsafe!

Students are not permitted to bring their children on campus during school hours.

This institution, the facility it occupies, and the equipment it utilizes, complies with all federal, state and local ordinances and regulations, including those requirements specific to safety and health.

Alcoholic Beverages, Narcotics or Dangerous Drugs are not permitted on school property under any circumstances. Proven possession or use is grounds for immediate dismissal.

Firearms and Explosives are not permitted on campus (authorized peace officers who are required to carry firearms are excluded). Therefore, unauthorized possession of firearms or explosives on Institute's premises will result in disciplinary action and/or dismissal.

Speed Limit anywhere on school property and surrounding parking area is 10 miles per hour.

Auto Parking is provided at the school. Students are to park in designated parking slots only.

Theft, Willful Destruction, Misappropriation or Defacing of school property are grounds for immediate dismissal.

FOOD SERVICE

Students may use the Snack Area. Food and drinks are allowed only in designated eating areas of the facility to prevent accidental damage to computers and other elec-

trical equipment. It also keeps accidental spills from leaving stains and damage that do not reflect pride in our school. For this reason, chewing gum is not allowed anywhere on campus.

SATISFACTORY ACADEMIC PROGRESS

(SAP) POLICY DEFINITION (ALL STUDENTS)

In order to remain eligible for continuous enrollment under regular student status and to retain eligibility for Federal Student Aid, all students must be making satisfactory Academic Progress (SAP). Satisfactory Academic Progress is a measure of the student's qualitative (GPA) and quantitative (rate of progression towards completion) performance, both of which must be at or above minimum standards.

Academic SAP Review

Grades are given at the end of each mod/term or as designated by the program requirements. Evaluation of grade-point average (GPA) takes place at the end of each period of instruction. A period of instruction has been defined as an academic term for nursing programs and as a module for mod based programs.

Financial Aid SAP Review

A student will be evaluated for compliance with the Financial Aid Satisfactory Academic Progress (SAP) policy at the end of each payment period.

SATISFACTORY ACADEMIC PROGRESS - APPLICATION TO PRIVATE PAY AND AGENCY FUNDED STUDENTS

All Satisfactory Academic Progress requirements, standards, consequences and other covered information contained in this section, applies equally, in the same manner, force and effect, to students choosing to participate in the Federal Grant and/or Direct Loan program, as well as to those who do not, including, but not limited to, students covering tuition by private payments (examples: cash, non-TIV or non-agency), and/or agency funding (some examples: VA benefits, Trade Act, Tribal Funding, Voc. Rehab).

QUALITATIVE EVALUATION

Students must complete each class in the program within a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a minimum of a 2.0 grade point average. Students not maintaining at least a 2.0 GPA (70%) when measured at the end of the module will be placed on academic probation until the end of the next module. Students on probation are eligible for financial aid during the probation period.

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College Rules

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od. Students who do not achieve a 2.0 grade point average (70%) at the end of the probation period will be terminated by Institute of Technology. Because nursing program content is presented in a sequential manner, Vocational Nursing students must maintain a 2.5 GPA (75%) at the end of each semester in order to proceed to the next semester. Cumulative grades are assessed throughout the semester. If a student's GPA falls below 2.5 (75%), they may be placed "At Risk" or on "VN Academic Probation".



QUANTITATIVE EVALUATION

Students are expected to complete the program within 100% of the normal time frame and may not exceed 150% of the normal projected time frame in any defined academic year, and may not exceed one and one half times the length of the program. Therefore, students may attempt a maximum of 86-quarter credit hours in a 57-quarter credit hour program. Students who have failed four modules (three modules in the Culinary Arts Specialist program) may be terminated from enrollment, as they may be unable to complete the program within the maximum time frame

Students must also successfully complete 67% of their attempted units. At each evaluation point, each student's cumulative grade point average and completion rate is reviewed to determine if she/he is meeting the standards. The "SAP at a Glance Chart" defines the unit completion requirements. Successful progression toward program completion is one aspect of satisfactory progress. While it is recognized that individual programs vary in length, typical program requirements are as follows: Students enrolled in a diploma program are required to complete 48.5 quarter units; 92 quarter units must be completed for an AOS degree program; and students enrolled in an AAS degree program must complete 91 units. Please refer to program descriptions for specific unit requirements.

A successful completion of a credit attempted is defined as a student enrolling in the course, and successfully passing the course based upon the grading criteria. Classes that a student has repeated, withdrawn from, or has been discharged from will count towards the attempted credits.

SAP at a Glance Chart

Unit Completion Requirements (SAP)

Undergraduate	Total Units	Minimum Completion of Credits Attempted
Academic Year One	39	26
Academic Year One and One Half	60	40
Academic Year Two	90	60

CONSEQUENCES OF FAILURE TO MEET SAP STANDARDS

Satisfactory Academic Progress (SAP) "Warning"

A student, who has failed to meet SAP standards, will be notified by the Academic Review Committee. The student will be required to sign a "Change of Status" form indicating that they have been placed on Satisfactory Academic Progress (SAP) "Warning" for failure to maintain SAP. A re-evaluation of the student's academic progress will be scheduled at the end of the following enrollment period (or payment period for financial aid review).

While a student is placed on Satisfactory Academic Progress (SAP) "Warning," a student will continue to have all rights and privileges afforded to all students. Students who are not successful during the Satisfactory Academic Progress (SAP) "Warning" period can follow the institution's SAP appeal process.

SAP Appeal Process—Submitting an SAP Appeal

Students have the right to appeal a SAP determination. The appeal must be filed within fourteen (14) days in writing. The student shall make the appeal in writing, with all supporting documentation for consideration. All appeals shall be submitted to the Director of Student Services, Director of Education or Campus President.

The student must clearly identify the particular reason for the appeal such as; the death of a relative, an injury

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College Rules

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or illness of the student, or other special circumstance related to the appeal.

The letter must describe the reason why the student failed to make Satisfactory Academic Progress (SAP) and what has changed that will allow the student to demonstrate Satisfactory Academic Progress at the next evaluation period.

Satisfactory Academic Progress (SAP) “Probation”

If a SAP appeal is granted the student may remain in school for one additional grading period as the Satisfactory Academic Progress (SAP) “Probation” period. A student receiving financial aid may still be eligible for financial aid while on SAP “Probation”. A student who cannot meet the SAP standard at the end of the SAP “Probation” period, will be terminated from the program, unless an appeal has been submitted and approved, or the student is determined to be complying with the signed “Academic Action Plan.” The student will be notified in writing by the Financial Aid office.

Satisfactory Academic Progress (SAP) “Suspension”

Upon the determination that the student was not successful during the Satisfactory Academic Progress (SAP) “Warning” period, the student will be placed on Satisfactory Academic Progress (SAP) “Suspension”, pending an appeal determination. While on SAP “Suspension,” the student will not be eligible for Title IV Funds or Agency funds, including VA Benefits

ACADEMIC “ACTION PLAN”

Before an SAP appeal may be granted, a written Academic “Action Plan” must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. If it is determined after an initial appeal is granted that the student cannot complete the program within the maximum timeframe, a supplemental appeal may be submitted for consideration. If the supplemental appeal is not granted, the student will be terminated.

At the end of the Satisfactory Academic Progress (SAP) “Probation” period, the student must be meeting SAP. If the student is not meeting SAP, but is successfully following an established Academic “Action Plan”, the student would continue to be eligible and remain in school. The student must agree to the Academic “Action Plan” established jointly with the college. A student must also appeal to change their Academic “Action Plan”. The student must explain what has happened to make the change neces-

sary and how they will be able to make academic progress.

A student will be evaluated for compliance with the SAP standards while on an Academic “Action Plan” and will be evaluated as to whether the student is successfully following the Academic “Action Plan” at the end of each enrollment period. If at the end of an enrollment period, a SAP appeal is not granted, or a student is determined to not be complying with an SAP “Action Plan,” the student will be terminated from the school.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Students who have lost their eligibility for financial aid due to lack of satisfactory progress during the probation period, may regain eligibility by remaining in school and meeting the school's satisfactory progress policy for one module. Students may be paid for the payment period in which they regain satisfactory progress, but not for any payment periods in which they did not meet the standards. Students may be reinstated to receive financial aid in one of two ways:

1. By appeal to and approval of the Academic Review Committee.
2. By remaining in school and re-establishing compliance with the minimum cumulative GPA and Institute of Technology standards.

RE-ADMITTED STUDENTS

When a student who has been placed on Satisfactory Academic Progress (SAP) “Warning,” “Suspension,” or “Probation,” for failure to meet SAP standards withdraws from a program and later re-enters, the Satisfactory Academic Progress (SAP) status must be resumed. A SAP Appeal must be submitted and approved, and an Academic “Action Plan” must be developed and signed prior to resuming classes

A student cannot choose to withdraw from a program to satisfy SAP standards. Upon re-entering, all previous SAP restrictions, according to the SAP status will be enforced.

TRANSFER STUDENTS

A student who transfers from one program to another will not be subject to qualitative and quantitative standards for courses not accepted for credit in the new program.

UNABLE TO ACHIEVE SAP STANDARDS

If at any point in the program, the college has determined that a student cannot achieve the minimum SAP standards required for graduation, the college will withdraw the student from the program and notify the student immedi-

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College Rules

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ately. (E.g. In evaluating a student, IOT determines a student who continues in the program will exceed the Maximum Time to Complete). A student may follow the SAP Appeal process.

IOT allows for an appeal of the Maximum Time to Complete; however, a student who is given notification that the college has determined that if he/she continues in the program he/she will exceed the Maximum Time to Complete, and must be withdrawn, may submit an appeal as outlined above, to be permitted to continue in the program beyond the Maximum Time to Complete and continue to receive Title IV aid, if otherwise eligible.

A student who is successfully following an established Academic "Action Plan" taking the student through to completion of their program, even beyond the Maximum Time to Complete, is not required to submit a new appeal, unless a change to the academic plan is requested.

- Example: A student could continue to receive Title IV aid, if otherwise eligible, if the student's academic plan includes the possibility of successfully completing their program within 59 credits, instead of the required 57 credits (150% of their program) in the student's final term of the program.
- If the student fails to complete the program within the permitted 59 credits according to their plan, the student would be withdrawn by the college as set forth above—subject to any appeal

ACADEMIC REVIEW AT EACH "GRADING PERIOD"/"ARC PLAN" (NON-TERM BASED PROGRAMS)

Satisfactory Academic Progress (SAP) is reviewed at the end of each "payment period" for non-term programs; however, in the interim, if at the end any "5 week class period," a student is not meeting the required academic standards to be successful in their program, the student will be placed on "Academic Review."

The student then must meet and work with a member of the "Academic Review Committee," usually the Student Success Leader (SSL). They will work to develop and sign an "Academic Review plan (ARC plan)" designed to permit the student to meet the required academic standards within the next "5 week class period."

The period can be extended in the "ARC Plan" if the student requires more than one "5 week class period" to meet the requirements.

Students who have failed four (4) non-term based classes may be terminated from enrollment, as they may be unable to complete the program within the maximum time frame to complete—MTFC. Students may follow the Appeal Process.

SATISFACTORY ACADEMIC PROGRESS (SAP) "PROBATION" FOLLOWING ACADEMIC REVIEW

If at the end of the non-term based "payment period" a student is determined to have failed to meet the Satisfactory Academic Progress (SAP) standards, the student will be placed on Financial Aid Warning

The student may remain in school for one additional "payment Period" defined as the Satisfactory Academic Progress (SAP) "Probation" period. A student receiving financial aid may still be eligible for financial aid while on Financial Aid Warning.

A student placed on Financial Aid Warning will be reviewed at the end of the next "payment period" for Satisfactory Academic Progress (SAP). The student will be reviewed again at the end of each class period by the Academic Review Committee (ARC) to determine if the student is complying with the signed SAP Academic "Action Plan."

The plan is designed to permit the student to again meet SAP standards so that the student may continue to receive Federal Aid and Agency funding for the remainder of the "Payment Period."

Impact on Satisfactory Academic Progress, Course Repetitions, Withdrawals, Incompletes, and Pass/Fails

- Students who need to repeat a module should be aware that all credits count as credit hours attempted for the quantitative evaluation (time frame) and are used in the GPA calculation.
- Students will be given a grade of "I" (Incomplete) in a module if they do not fulfill the assignments or objectives of a module within the first five weeks of the module or if they choose to withdraw from the module. The number of credits attempted for that module would not be computed in the cumulative grade point average until the student has completed the coursework.
- Students granted an "I" are expected to complete the required work within the next week, with supervision from the instructor of record. Upon completion of the coursework, the instructor will replace the "I" with the earned letter grade.
- Students who do not complete the terms of the incomplete by the first week of the subsequent module, will have the "I" grade replaced by the earned grade indicated by the instructor. Taking an incomplete could alter a student's schedule of classes, the student's eligibility to continue required course work in sequence, and may result in dismissal from the academic program.

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- Students may request a special extension up to, but not exceeding 5 weeks to turn in incomplete work. All extensions must be approved by the Director of Education.
- Pass/No Pass grades receive no “grade points” and are not calculated in the grade point average. If the grade is a pass grade, then the credits count as completed. If the grade is a no pass or fail grade, then the credits do not count as completed. **All credits count as credit hours attempted for the quantitative evaluation (time frame) and are used in the GPA calculation.**
- Module Failure. In order to pass a module, students must achieve at least a 2.0 GPA (70%, the equivalent of a letter grade of C)* in each module within the program enrolled. Students not passing a module must retake that module at the earliest possible scheduling opportunity. Withdrawal “W” entries on a student transcript will receive no grade points and will not be considered when calculating grade point average. If the student was seated in the class and recorded attendance, “W” entries will be counted in the quantitative evaluation as attempted credits. If the student was not seated in the class, “W” entries will not count in the quantitative evaluation.

* See the catalog addenda for more information about grading policies for the Vocational Nursing program.

TERMINATION OR SUSPENSION

Students may be terminated from the school or suspended because of unsatisfactory grades, failure to achieve the appropriate proficiency level within the prescribed time-frame, use of controlled substances on campus, conduct detrimental to the school, insubordination, failure to comply with financial aid regulations, failure to make required payments or non-observance of other student regulations.

PETITIONING FOR RE-ENTRY

Students who have been dismissed, or voluntarily terminated enrollment, are required to petition in writing for re-entry into the school. These individuals may request an appointment for re-enrollment. An Academic Representative shall review all requests on a case-by-case basis. Appointment, denials and reinstatements shall be resolved on a case-by-case basis. Extenuating circumstances will be taken into consideration; however, Institute of Technology reserves the right to refuse readmittance to any student who does not meet the school's academic, student conduct, or financial require-

ments. Re-entry applicants returning within one (1) year from their last day of attendance, or entering into a new program, are considered returning students.

Applicants returning after one (1) year, or graduates enrolling in an advanced degree program, will be enrolled as a new student. Any module price increases will be handled on a case by case basis for any student returning within 180 days from LDA into the same program. All other students will be subject to any new price increases. All students will be subject to any curriculum changes.

ATTENDANCE POLICY

Students shall attend scheduled classes, as they would be expected to be present for work.

For students to successfully complete coursework, regular attendance is required. When possible, students should contact the instructors to discuss reasons for any absences. Students who fail to attend 12 consecutive scheduled class days will be terminated from the program. Furthermore, if a student is absent more than 14 consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

ABSENTEEISM

Institute of Technology discourages absenteeism, tardiness, and leaving early. Institute of Technology acknowledges that illness or personal situations may cause a student to be absent occasionally. However, students who have a poor attendance record are unlikely to acquire the knowledge, attain satisfactory progress, and complete the curriculum as scheduled. Additionally, prospective employers often look upon a student's attendance as an indicator of reliability and dependability.

In our participatory learning environment, absences will have a negative impact on grades and learning. Grading includes a daily participation component.

Previously absent students are expected to resume their individualized study of the curriculum at the point they had achieved prior to their absence and to proceed with the new course material in their originally scheduled sequence. Students may attend additional unscheduled hours and/or use personal time to make up for missed course work to comply with the college's satisfactory progress standards.

Students must make special arrangements with their instructors for tutoring other than during their normal scheduled hours. Students are charged tuition for all absences. Students are encouraged to notify Institute of Technology if they will be absent and must give a valid reason. Any student absent without notification will be contacted to ascertain the reason for the absence. Additional documentation concerning the absence may be requested. All

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students who fail to attend twelve consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than 14 consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

Students dropped for absences shall receive a refund of tuition in keeping with the college refund policy. Re-admission of such students shall be made at the discretion of the College President and/or the Academic Review Committee.

LEAVE OF ABSENCE

The College recognizes that certain situations may arise during the course of a student's education that would require a leave of absence. Students should plan carefully prior to taking a leave of absence and the following process must be completed prior to the beginning of the requested leave date:

- Submit a leave of absence petition form to the Director of Student Services which states the reason and the amount of time needed for the leave of absence. The request must be signed and dated prior to the requested leave date.
- Acceptable reasons for requesting a leave of absence include medical, employment, legal, military deployment and personal family emergencies, or other circumstances beyond the student's control.
- Appropriate documentation must be turned in with the leave of absence petition form.

The Director of Student Services will meet with the student to discuss possible alternatives to taking a leave of absence. If it is determined that a leave of absence is in the best interest of the student, he/she, if receiving financial aid, will be required to meet with a Financial Aid Officer to discuss possible financial aid ramifications.

After these steps have been completed, the student will meet with the Registrar to discuss issues such as changes to his/her academic schedule, graduation date, etc.

Leave of Absences are not granted for students that are on academic probation.

The total combined leave time cannot exceed 180 days in any 12 month period (the 12 month period begins with the first day of the leave of absence). Exceptions include leaves granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act.

Students who do not return as scheduled from a leave of absence will be withdrawn from the College, effective immediately.

An unapproved leave of absence may be granted by the Institute of Technology and treated as a withdrawal for financial aid purposes. A financial aid refund calculation

will be made based on the beginning of the leave of absence.

INDEPENDENT STUDY

Students in all programs, with the exception of Barbering, Cosmetology, Physical Therapist Assistant, and Vocational Nursing, will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

Aside from the introduction to independent study and specific assignments on the first day of the module, students will be expected to work independently, or in groups outside of scheduled class hours to complete the Independent Study (IS) project.

Students will record their hours spent in independent study on a log that will be submitted as documentation at the end of the module. In all cases, the instructor will get a verbal update from each student when the weekly grade sheets are reviewed with the students.

Independent Study can represent no more than 10% of the total course. Grades for the independent study projects cannot represent more than 10% of the final grade.



Students who fail the IS component or elect not to complete the IS project will have their grade adjusted accordingly.

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HOMEWORK AND OUT OF CLASS PROJECTS

Depending on the specific course module within the program, students can expect at least 1 to 2 hours of assigned homework or outside projects for every four hours of class instructions—excluding the externship module where applicable.

As such, homework is an integral part of the module and grading criteria and should be completed as assigned.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% or below	F

GRADING

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points per Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

INCOMPLETE/MAKE-UP WORK

All assignments, including quizzes and examinations, must be made up within one (1) calendar week of the original due date as scheduled by the instructor and will be reduced by 10% per class day. A grade of zero will be given for assignments not taken on the day of return. Any extensions past the one (1) calendar week will be at the discretion of the instructor and Director of Education. Students absent the day of the final examination must make arrangements prior with the instructor for an alternative testing date. With proper documentation of circumstances beyond a student's control, the score reduction may be waived due to jury duty, military obligations, death of an immediate family member, or birth of a son or daughter.

CLASS FAILURE

In order to pass a module, students must achieve an overall module grade of 70%* (see addenda for grading policy for semester programs), which is the equivalent of a letter grade of C. Students not passing a module must retake that module at the earliest possible scheduling opportunity.

* See the catalog addenda for more information about grading policies for the Vocational Nursing program.

GRADE AMENDMENTS

Grade amendments for module not passed must be completed within one module of the failed module. Students who wish to amend their grade to pass the module must receive approval from the Director of Education, to retake any unfinished work.

REPEAT OF CLASSES

When any module is repeated, the higher of the grades will be used in Cumulative Grade Point Average (CGPA) computations.

STUDENT RECORDS

The information in student files is confidential. Students may view the information contained in their files at any time by making an appointment with the Director of Education. IOT requires a signed release from all students who wish information released to anyone other than appropriate governmental or funding agencies. IOT maintains these files for not less than five years as per section 94900.5 of the California State Private Post-secondary Education Act. The official transcript with the grades, courses and units earned and the degree or certificate granted and the date it was granted must be maintained indefinitely in the student record.

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LIABILITY

Institute of Technology is not responsible for loss or damage to personal property or for personal injury which may occur while on the school grounds, or on field trips, or on extern assignment.

TRANSFER STUDENTS

Students who transfer from another institute will be accepted with an academic "clear slate". If they owe refunds of TITLE IV funds or are in default on a loan, they are ineligible for financial aid. Students who transfer to Institute of Technology should be aware that the aid that they have already received will be calculated into the amount for which they will qualify while they attend Institute of Technology during the same financial aid year.

FINANCIAL AID CONSUMER INFORMATION PACKET

IOT publishes a Financial Aid Consumer Information Packet that discloses the Financial Aid processes and discusses consumer information. It reflects current regulations affecting refund repayments and other important issues. The Financial Aid Consumer Information Packet is handed out to each enrolling student.

STUDENT REPAYMENT RESPONSIBILITY

It is the sole responsibility of our students for the repayment of all debts incurred from their education.

Students who obtain a loan to pay for the course of instruction will have the sole responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Convenient monthly payments may be available.

The following sanctions may result if students default on a loan that is guaranteed or insured by the State or Federal Government:

- You can be sued for the entire amount of your loan.
- Your credit rating can be severely damaged, making it difficult to borrow money for a car or home, or to receive credit cards. The default status can remain on your credit report for several years after you pay the loan in full.
- Your Federal Treasury payments (including federal tax refunds) and state income tax refunds may be withheld.
- Your disposable income can be garnished (administrative wage garnishment) without a court order.
- You won't be eligible to receive any more federal financial aid (and possibly state aid) unless you make

acceptable arrangements to repay what you already owe.

- You may be ineligible for assistance under most federal benefit programs.
- You'll be ineligible for deferments or forbearance.
- You may be liable for the costs associated with collecting your loan (could be as much as 25 percent of your principal and interest balance), plus court costs and attorney fees.
- You may not be able to renew a professional license you hold or may jeopardize your chances for certain types of employment.
- Your loan may be assigned to a professional collection agency.

SCHOOL WITHDRAWAL POLICY / BUYER'S RIGHT TO CANCEL

A student has the right to cancel the enrollment agreement without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. Cancellation occurs when you give written notice of cancellation at the School address shown on the front page of the enrollment agreement. You can do this by mail or in person, to the Campus President of the school. A notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two Notice of Cancellation forms on the first day of class. All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150, within 45 days after your notice is received.

1. After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your copy of the contract, ask the school for a description of the refund policy.
2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address printed below for information.

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3. If you have any complaints, questions, or problems which you cannot work out with the school, write to:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (916) 431-6959

E-mail: bppe@dca.ca.gov

You have the right to cancel this agreement until _____.

WITHDRAWAL PROCEDURES

A student who wishes to withdraw from the institution should provide official notification, in person, to the Student Services Office. In cases of emergency or serious illness a student may withdraw by phone, email, or postal mail. Failure to provide the school with official notification of withdrawal may delay the processing of applicable refund and negatively impact a student's academic record. All students receiving financial aid/assistance should also meet with the Financial Aid Office to complete an exit interview upon withdrawal. This meeting will provide students with information regarding remaining financial obligations to the institution and/or student loan lender.

When a student withdraws from class (or the Institution determines that the student has withdrawn but did not begin the official withdrawal process), the last date of attendance will be used to calculate the refund amounts, in accordance with Federal and State regulations.

WITHDRAWAL FROM THE PROGRAM

Students who withdraw (or are withdrawn from their program) after the cancellation period will receive a pro-rata refund for tuition (see Refund Policy) if they have completed 60% or less of the period of attendance. Students who wish to withdraw from their program must submit a signed Withdraw Authorization form to the Student Services Office.

The amount of that refund is to be "pro-rated" according to the not completed portion of the program less the cost of any equipment returned in good condition and a registration fee not to exceed \$150. The refund is to be paid within 45 days of withdrawal.

REFUNDS (FOR REFUND TABLE SEE CATALOG ADDENDA)

Institute of Technology is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA) as amended. When

a student withdraws, the institution must complete two separate calculations.

The federal Return to Title IV Funds calculation - Though student aid is posted to a student's account at the start of each payment period, a student earns the funds as they complete the period. If a student withdraws during a payment period, the school must apply a specific formula to determine the amount of aid the student has earned. If the student (or their parent or school on behalf of the student) receives LESS assistance than the student has earned, the student may be eligible to receive those additional funds via post withdrawal disbursement. If the student/school received MORE assistance than was earned, those funds excess funds must be returned by the school and/or the student to the Federal program(s) or lender, as applicable. Any unpaid balance that remains after the Return to Title IV and the refund under the state policy has been applied to the student's account, must be paid by the student to the institution. For full calculation details, please see "Federal Return of Title IV Funds Policy". The State Refund Policy/Calculation-The student earns tuition on a pro-rata basis up through the 60% point, after which 100% of the tuition earned. Please see "State Refund Policy" below.

REFUND POLICIES

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 45 days of the date of cancellation, termination, or date of determination of withdrawal. For students who received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be returned to the student. Any amounts due from the student, in the event of termination, are immediately payable in full, to the school.

IF YOU RECEIVE A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE FULL LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.

WITHDRAWAL FROM THE SCHOOL— DETERMINATION

For the purpose of determining the amount students may owe, these students shall be deemed to have withdrawn from the course when any of the following occurs: [a] they notify the School of their withdrawal or the actual date of withdrawal; [b] School terminates the student's enrollment; [c] students fail to attend twelve consecutive scheduled class days.

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which the school has 45 days to is-

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sue a refund, is the earlier of the date the student officially withdraws or the date the school determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date the school determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied.

If any portion of a student's tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will be paid in the following order to the extent that the benefit was received: any student financial aid programs, third party agencies, the student. The student is also entitled to a refund of money not paid from federal student financial aid program funds in accordance with refund policies stated in this catalog and addenda.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

If a recipient of the SFA Program withdraws from the institution during a payment period in which the recipient began attendance, the school must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

Credit Hour Programs

The percentage of the payment period (or period of enrollment) completed is determined by: the total number of calendar days* in the payment period or (period of enrollment) for which the assistance is awarded divided into the number of calendar days* completed in that period as of the last date of attendance.

For programs beyond the current "payment period", if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

**Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).*

Clock Hour Programs

The percentage of the payment period (or period of en-

rollment) completed is determined by: the total number of clock hours in the payment period or (period of enrollment) for which the assistance is awarded divided into the number of clock hours completed in that period as of the last date of attendance.

For programs beyond the current "payment period", if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

If you have any questions regarding your FSA funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243) (TTY 1-800-730-8913). You may also access information on the Student Aid on the Web site at www.studentaid.ed.gov.

FEDERAL OR STATE STUDENT LOAN REPAYMENT

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government, or loan guarantee agency, may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

STATE REFUND POLICY

Bureau for Private Postsecondary Education

Institute of Technology will remit a refund less a registration fee (not to exceed \$150.00) within 45 days following your withdrawal. Students who pay their tuition with non-Title IV monies are also entitled to a refund based on the California State Refund Policy.

The school will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

For Credit Hour Programs:

1. Determine the total number of calendar days the student attended during current payment period (up to the last date of attendance).
2. Divide this figure by the total number of calendar days in the current payment period.
3. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the percentage of the payment period completed by the cost of the payment period and adding any book/equipment/registration/STRF charges.
4. If the student attends 60% of the payment period or greater, 100% of the charges for the payment period are retained.

For Clock Hour Programs:

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1. Determine the total number of clock hours the student attended during current payment period (up to the last date of attendance).
2. Divide this figure by the total number of clock hours in the current payment period.
3. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the percentage of the payment period completed by the cost of the payment period and adding any book/equipment/registration/STRF charges.
4. If the student attends 60% of the payment period or greater, 100% of the charges for the payment period are retained.

RETURN OF UNEARNED SFA PROGRAM FUNDS

The school must return the lesser of

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.
- Unpaid institutional charges will be the sole responsibility of the student (or parent, if a Federal PLUS loan).
- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists.

The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits for the Physical Therapist Assistant and Nursing programs, while all other programs measure progress by quarter credits.

One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or

- A minimum of 45 clock hours of externship

One quarter credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds.

For a semester credit hour, non-standard term program the conversion is 1 credit per 37.5 hours of instruction.

For a quarter credit hour, non-term program the conversion is 1 credit per 25 hours of instruction.

Minimum standards for Full-time enrollment for Undergraduate.

In a standard quarter or semester, training time is defined as follows:

- 12 credits or more are full-time
- 9-11 credits are 3/4 time
- 6-8 credits are 1/2 time
- 1-5 credits are less than 1/2 time

All programs of study are considered "Full-time", with the exception of the Part-time Vocational Nursing program, which is considered 3/4 time.

THIRD PARTY AGENCY STUDENTS

All third party agencies contracted with the Institute of Technology follow the refund guidelines established by State and Federal government. Refund amounts are to be paid in the following order to the extent that the benefit was received: any student financial aid programs, third party agencies, the student. Agency sponsored students who wish to obtain further information regarding tuition refunds should refer to the refund policy as outlined in the catalog. A copy of the refund policy guidelines can also be obtained from a Financial Aid Officer at the school.

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General Information

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PROGRAM TRANSFERS

Students enrolled in Institute of Technology programs occasionally request to “transfer” to a program of study different than the one they originally enrolled in (e.g. HVAC transfer to PMA). It is important for students to contact Student Services and Financial Aid for all information relating to the transfer.

Students wanting to transfer into another program must request the transfer in writing from the Student Services office. The Student Services office will advise the student of their decision within 5 days of receipt of the request.

All students requesting a transfer are required to speak with a financial aid representative prior to transfer approval and must have advance approval from the Campus President for the transfer.

- Certain AAS/AOS general education courses transfer among the AAS/AOS degree programs.
- The Professional Development class, required for most courses, may also transfer to another course of study.
- Transfers within Institute of Technology Schools-Students who are currently enrolled and wish to change or “transfer programs”
- Returning Institute of Technology Students-Former IOT students that had ceased enrollment (greater than 180 days ago) and are now re-enrolling and transferring IOT units into a new program of study

No other currently approved IOT program contains units that are transferable to another IOT program.

GRADUATION REQUIREMENTS

Institute of Technology, in compliance with the State of California, will grant diplomas to students who successfully complete programs of study in, Baking and Pastry Specialist, Barbering, Cosmetology, Culinary Arts, Heating, Ventilation and Air Conditioning, Medical Billing and Office Administration, Pharmacy Technician, Professional Medical Assistant, Vocational Nursing, and Welding Technician.

The College will grant an Associate of Occupational Science (AOS) degree to students who successfully complete the requirements for the Criminology and Emergency Response Management AOS degree program (Modesto campus) and the Industrial Maintenance and Automated Technology AOS degree program. The college will grant an AAS degree to students who successfully complete the Accounting-AAS, Criminology and Emergency Response Management-AAS (Clovis campus), Human Resource Administrator-AAS, and Physical

Therapist Assistant-AAS degree programs .

In order to graduate, a student must have completed each module or semester of instruction with a minimum passing grade of 2.0 or better, 2.5 for VN students. In addition, students must have passed each class within the module or semester. **See “Grading” on page 60 of this catalog for the college’s grading policy.* A student with an outstanding balance that is delinquent after program completion will not be issued a diploma or certificate of completion until that balance is brought current.

EXTERNSHIPS

The final module of study for some programs includes an externship experience that allows students to apply the skills acquired during the program training within the context of a real world employment setting. Although employees at the externship sites will supervise the students during externship, the students must continue to maintain contact with the school’s Externship Coordinator on a weekly basis. The students must meet all academic and financial obligations including meeting Satisfactory Academic Progress requirements prior to the externship. Students not meeting these standards will meet with the Director of Education to discuss options. Students must have any required health examinations, tests, and immunizations completed prior to beginning their externship, or clinical training. Students in their last scheduled class on campus must attend a workshop, orientation session, or meeting with the Extern Coordinator before the end of the module. This meeting will detail the rules, regulations, expectations, and outcomes of the externship for the students before they are granted a site assignment.

Externship Site Locations

All externship or clinical sites are selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided. IOT maintains externship agreements with a variety of facilities. Students should be aware that some facilities might have special requirements or conditions. Students are encouraged to seek out externship, clinical, or other sites under the guidance of the Externship Coordinator or the school’s Career Services department. Students who have a particular interest in a facility with which IOT is not affiliated, may bring this to the attention of the Externship Coordinator so the site may be evaluated and the affiliation agreement can be put into effect.

Externship Coordinator

A designated school employee within the field of experiential education will supervise students in their Externship module. The Externship Coordinator is responsible for the

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scheduling and assignments of all externs, as well as the management and monitoring of all externs and site locations.

Externship Assessments

The externship facilities will submit evaluations for the performance all students based on the standards set by the college. Students must satisfactorily complete the externship assignment and submit an approved verification of time completed in order to graduate. In order to appropriately document the time spent in externship, students must submit all time sheets to the Externship Coordinator by Friday of each week. To complete the externship in the time allowed, students may have to increase the number of hours spent on externship beyond those normally required during classroom training. Externships are graded on a pass/fail-grading outcome.

While at externship sites, students will conduct themselves in a professional manner, much like a job. Students will not walk off the site without first talking to, and obtaining, the approval of the Externship Coordinator and/or Lead Instructor or Program Director. Failure to abide by this may cause the extern to prolong their externship due to the loss of the site and in trying to locate another site.

TEXTBOOK LOANER PROGRAM

While students may purchase and retain selected textbooks within their program of study, some textbooks are assigned to students as “classroom issue” and must be returned within three business days following the last exam, or immediately upon withdrawal from the course or separation from the school, whichever comes first. Classroom Issue textbooks must be returned in good condition and not exhibit obvious damage such as missing pages, water damage, or excessive notation on the pages. Students who do not return textbooks by the deadline or return textbooks that are not in a satisfactory condition, must pay the full replacement cost, plus a \$50.00 restocking fee.

Students who choose to purchase the textbook will be given information on how to do so from a vendor outside of the school.

ACADEMIC INTEGRITY

Academic honesty on the part of all students at Institute of Technology is essential to individual growth and development. Upon admission to the IOT, students are obligated to uphold the highest ethical standards in academic endeavors. Failure to do so can seriously undermine and impede the educational process. Thus, any form of academic dishonesty is a serious concern to IOT and is

therefore unacceptable. The following is a list of unacceptable types of behavior in relation to academic honesty. Since no listing can define all possible types of academic dishonesty, the following should be viewed as examples of infractions rather than an all-inclusive list:

Plagiarism

Plagiarism is the misrepresentation of any part of another's work as one's own. While it is expected that students who are engaged in writing will utilize information from sources other than personal experience, acknowledgement of such sources is necessary. Examples of plagiarism include using a direct quotation without citing the source, paraphrasing the ideas or expressions of another without giving credit, and representing the thoughts of others as one's own by failing to acknowledge or document sources. Additionally, plagiarism includes the submission as one's own work, any work that has been borrowed, stolen, or purchased from someone else.

Copyright Infringement Information

Copyright laws protect original works of authorship. The owner of a copyright has the exclusive right to the original work, including the right to copy the work, distribute the work, display or perform the work publicly, and create derivative works. A copyright interest attaches to an original work that is “fixed in any tangible medium of expression,” including traditional works like books, photographs, architectural drawings, music, drama and sculpture, as well as works affected by new technologies, like movies, electronic media, web pages, software, multimedia works and databases. The use of file-sharing networks to download and share copyrighted works without permission from the copyright owner, like software, music, movies, TV shows, games and images, violates copyright laws. In most instances, a student

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must obtain permission from the copyright owner in order to copy, distribute, display or perform a copyrighted work in any medium for any purpose. Any copyright infringement, including, without limitation, distribution of copyrighted material through unauthorized peer-to-peer file sharing, in connection with a student's enrollment in a program of study at the school or conducted by a student through the use of the school's equipment or information systems is prohibited and violates both the Conduct section of the school catalog and the law. Any student who engages in copyright infringement will be subject to discipline by the school, which may include, without limitation, the suspension or termination from one or more courses the student is taking or the student's entire program of study at the school and the referral to the proper authorities. Copyright infringement may also subject the student to civil and criminal liabilities. A summary of the penalties for violating federal copyright laws include:

- Unlimited actual damages proven for each act of copyright infringement.
- Up to \$30,000 for each act of copyright infringement that is determined not to be willful.
- Up to \$150,000 for each act of copyright infringement that is determined to be willful.
- Criminal penalties.

Cheating

Cheating implies conducting matters fraudulently so as to profit oneself. Some examples of cheating include the copying of an examination, assignment or other work to be evaluated, unauthorized collaboration on work to be evaluated, "cribbing" and submitting work for which previous credit has already been received in another course without the express consent of the instructor.

Theft

Theft includes the stealing of another's work or work materials such as laboratory endeavors, computer programs, class projects, and library materials.

Disciplinary action against those who have violated the IOT's Academic Honesty Policy may include:

- Grade reduction on the assignment in question.
- A failing grade in the course.
- Suspension or dismissal from IOT.

The instructor will document any act of academic dishonesty and a report will be filed in the office of the Director of Education. Students who believe that the penalty assigned by the instructor is inappropriate or unfair

may appeal the penalty by scheduling an appointment with the Director of Education requesting an Academic Review of the grievance.

ADVISING

Students are encouraged to bring school and personal problems to the attention of their Instructors, Student Success Leaders, or the College President. Institute of Technology staff will attempt to assist all students in resolving those problems interfering with the successful completion of their program. Academic and/or attendance problems may be addressed in Academic Review Committee (ARC) meetings. For those students who seek help in other areas (i.e. housing, budgeting, or are in need of counseling agencies), IOT maintains an extensive referral list in the Student Success Center.

FINANCIAL AID

Institute of Technology offers a variety of financial assistance to eligible students. Aid in the form of jobs, grants, loans and scholarships help offset the rising costs of educational expenses.

Financial aid is administered in accordance with established State and Federal policies and philosophies. The basis of these policies is the belief that financing the education of all students is the responsibility of the students and their families. If combined resources are not sufficient to cover expenses, students could be eligible for financial aid.

Students are granted financial aid awards based on a demonstrated financial need. Need is determined from analysis of the Free Application for Federal Student Aid form (FAFSA) and the Institutional Student Information Record (ISIR) or the Student Aid Report (SAR). These forms are analyzed to determine the expected contribution for educational expenses from the students and their families. Financial need is the difference between total educational expenses for an academic year and the student/family contribution. The FAFSA is the only form required for consideration for student assistance from any Title IV, HEA programs.

NOTICE OF NONDISCRIMINATORY POLICY (SECTION 504/ADA POLICY)

The College does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the Campus President. You may request academic adjustments or auxiliary aids at any time. The Campus President is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

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Applicant students, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The College will work with the applicant student or student to determine whether reasonable accommodations can be effective and/or are available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the Campus ADA Compliance Coordinator in writing of the type of accommodation needed, the date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date the accommodation is needed. You may contact the Campus ADA Compliance Coordinator by telephone at the following phone numbers for each campus.

Clovis Campus	(559) 297-4500
Modesto Campus	(209) 545-3100
Redding Campus	(530) 224-1000
Ask for the Campus ADA Compliance Coordinator.	

2. The Campus ADA Compliance Coordinator will respond within two weeks of receiving the request.

GRADE TRANSCRIPTS

Students are entitled to receive one transcript at the time of graduation without charge. Additional transcripts are available for \$10.00 each, payable in advance. Institute of Technology does not issue transcripts for students who have defaulted on student loans. Students who have unpaid tuition and fees with Institute of Technology may have only a portion of their transcripts released.

Upon written request from the students, Institute of Technology will provide a copy of their transcript to authorized, designated recipients. Institute of Technology adheres strictly to the Family Education Rights and Privacy Act of 1974, Federal Law 93-380 and does not release grade information regarding any student without the student's signed authorization. As allowed under such law, student records/information will be released and made available to properly designated representatives of the State and Federal Government for routine inspection.

LIBRARY

The library is located in the Student Success Center. It consists of the Jones e-global library and Atrium Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publica-

tions: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has Internet access and computers with CD-ROM drives that is available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library.

TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom instructors (**before and after school or on Fridays**). Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

TEST VOUCHERS — A+, NET+, AND MOUS

Students interested in testing with the Institute of Technology to obtain their A+, Net+, or MOUS certifications must obtain a voucher and test with the school within thirty days of their graduation date. After this date students will be required to pay for the voucher to take the exam. Students who desire to take these exams must pre-qualify by taking the practice exam in the specific discipline in which they desire to test, and pass it in 3 out of 4 attempts to obtain a voucher.

HOUSING ASSISTANCE

Institute of Technology does not provide student housing, does not assist the student in locating housing, nor does it provide dormitory facilities. Please see the catalog addenda for the campus to which you are applying or enrolling for estimates of rent for housing near each campus.

EMERGENCY

Students are expected to become familiar with all fire and other emergency routes and procedures. Evacuation routes are diagrammed and posted in the classrooms and on bulletin boards. The locations of fire extinguishers are

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also shown. First-aid kits are accessible from the front desk. A description of emergency procedures is presented during orientation.

All cases of illness or injury on campus should be reported promptly to an available staff member. Should an emergency, accident, or illness occur during attendance, Institute of Technology reserves the right to call a physician for medical assistance or refer the student for medical assistance.

Any expense incurred shall be the sole responsibility of the student and/or parent or guardian.



PRIVACY OF EDUCATIONAL RECORDS

The Family Educational Rights Act of 1974 gives students the right to inspect their educational records upon reasonable notice. The Act also guarantees the privacy of student educational records and sets forth the conditions and circumstances under which a student's educational records may be shown to others. Students who feel their rights under the Act have been violated are entitled to request a hearing with a school official in an effort to resolve the problem.

COMPLAINT RESOLUTION

A student with a grievance must first make a reasonable effort to resolve the issue on an informal basis with the person(s) involved. If the issue is not resolved satisfactorily, the student should meet with the Student Success Leader and complete a written statement. If the grievance is not yet resolved, the College President will review the grievance with all parties concerned.

If this does not result in a resolution satisfactory to both parties, please refer to page 48 for more information.

ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

English language proficiency is assessed by the administration of the Wonderlic SLE 12-minute Admissions Examination. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation rights in his or her primary language at his or her own time and expense.

ENGLISH AS A SECOND LANGUAGE

Institute of Technology does not offer an English As a Second Language course. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation rights in his or her primary language at his or her own time and expense.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT INSTITUTE OF TECHNOLOGY

The transferability of credits you earn at Institute of Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, 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 degree, 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 Institute of Technology to determine if your degree, diploma, or certificate will transfer.

Evaluation of Credit from Accredited Institutions Prior to Attending Institute of Technology

Institute of Technology may accept prior coursework completed at other accredited colleges or universities for courses required for diploma or degree programs. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. General education credit will be evaluated individually prior to approval for transfer. The Institute of Technology does not award credit for experiential learning.

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The following terms and conditions apply:

1. You must request the transfer of previous credit by notifying the Director of Education.
2. You must provide official transcripts from the college or university where the previous training occurred.
3. Credits transferred in to fulfill course requirements must be graded at 2.0 ("C") or higher.
4. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.
5. Students with Credits from Outside Institutions- New students who wish to apply units earned at another institution toward their current program of study. Any veteran receiving GI Bill benefits while attending the Institute of Technology is required to obtain an official transcript from all previously attended schools and submit them to the College for review of prior credit.
6. Four (4) years is the maximum amount of time that the student can receive transfer credit for a passed course from any institution. Courses with dates exceeding four (4) years are ineligible for transfer; the student will need to re-take these courses upon enrolling or re-enrolling in his/her IOT program.

For module-based programs, the tuition credit of academic units/modules transferred from a prior college will be calculated as follows:

$$\text{Total Tuition Cost of Program} / \text{Number of Modules in Program} = \text{Tuition Credit per Module}$$

For Term-based programs, the tuition credit of academic units transferred from a prior college will be calculated as follows:

$$\text{Total Tuition Cost of Program} / \text{Number of Units in Program} = \text{Tuition Credit per Unit}$$

CAMPUS CRIME

Pursuant to the requirements of the United States Department of Education, IOT publishes all known occurrences of crime committed on campus in the FINANCIAL AID CONSUMER INFORMATION PACKET. In the event of a crime, an incident report must be completed and a police report may be filed. Any and all occurrences of crime should be reported immediately to the Receptionist who will obtain an administrator for assistance. In addition to the above information, the State of California requires that the institution print its policy pertaining to sexual assault.

In the event a sexual assault should occur while on campus, the victim and any witnesses are to report the crime to campus officials immediately. All precautions will be

taken to ensure the comfort, support, and dignity of the victim.

In order that the crime be fully and properly investigated, the police will be contacted. It is the policy of this institution to summon a medical emergency team to ensure the health and well being of the

STUDENT SERVICES SUPPORT & RESOURCES

Institute of Technology offers all of our students support, services, coaching and resources to help them meet their educational goals. The Student Services Department is here to help our students overcome life challenges that may get in the way of those goals and serves as an advocate to our students.

With the students' success being at the heart of what we do, the Student Services department strives to create and maintain a healthy and safe environment that supports and provides internal and external resources to students helping them to overcome academic and personal obstacles that may keep them from graduating. IOT is dedicated to helping our students succeed throughout the lifecycle of their education and ensures that the support, recognition and resources are available to help our students achieve their goals.

Our Mission

The Student Services Department strives to build a campus environment where all students feel welcomed, supported and celebrated while providing the resources to help every student achieve success.

How Student Services Helps

- Continuously provide a Student First attitude
- Serve as an advocate on behalf of students
- Conduct Academic Review Meetings to help struggling students
- Coordinate tutoring sessions
- Provide external counseling options
- Coordinate transportation assistance
- On and off campus food pantry resources
- Maintain clothing closets
- On campus student recognition activities
- Conduct award ceremonies for Dean's List, Perfect Attendance and Professionalism
- May serve as a liaison to address survey concerns, resolve student issues and complaints

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Please contact the local campus Director of Student Services to find out what services, support and resources are available as it varies by campus.

MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.

Select students and graduates can access the MyIOT Student Web located at <https://myiot.it-colleges.com> on the World Wide Web. Students can view and print their classes and grades, view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Institute of Technology is not approved by AC-CSC or the BPPE to offer Online Education.

Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

CAREER SERVICES

Institute of Technology offers placement support and assistance to all graduates regardless of how long they have been out of school. If you are a recent graduate or graduated years ago, our Career Services Team is here to help you!

The Career Services Teams are here to help our students and graduates reach their goal of starting a new career. Institute of Technology believes that learning how to job search is an extension of the education process teaching our graduates valuable, life-long skills and the importance of becoming active participants in their job search and career development. These job seeking skills help facilitate a smooth transition from student, to graduate, to job seeker, to employee.



Our Mission

The primary purpose of Institute of Technology's Career Services Department is to educate, support, engage, inspire and provide the necessary tools and resources that will help our students and graduates with finding employment in their chosen career path.

Building Community Relationships

Our objective is to partner and develop long-lasting relationships with employers by delivering educated and motivated graduates to the workforce in the communities our campuses serve. Institute of Technology strives to be known as the "go-to" College when employers have hiring needs that meet the outcomes of the programs offered at our campuses.

How Career Services Helps

- Guidance through cover letter, resume and thank you letter preparation
- How to interview and gain confidence in the interview process
- How to develop job search strategies
- Assist with portfolio development
- Provide career coaching
- How to follow up after submitting applications, resumes and interviews
- Learning how to network and build industry contacts
- Complete career workshops and classroom presentations
- Provides computer and fax access
- Submittal of resumes of qualified graduates to employers for open positions
- Assist in identifying appropriate job leads
- Coordinate interviews at an employer site or on campus
- Host on campus career fairs and attend community hiring events
- Maintain and update job postings

Although Institute of Technology cannot guarantee employment, our Career Services Teams have extensive experience in assisting motivated graduates with finding employment. As an Institute of Technology alumni, you will have access to the Career Services teams throughout your career.

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STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse pro-

ceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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



Alumni

ALUMNI

At IOT, we value our graduates, and wish to continue our relationship with them after they graduate. Because of this dedication to our alumni, we have employed Alumni Service Representatives who are here to stay in touch with you and serve you through your career life cycle as you change jobs, consider new careers, or seek positions at higher levels in your current occupational status.

As a graduate of IOT:

- You will be invited to participate in career fairs on campus.
- You can return to your college for refresher courses...all at no cost to you.
- You are eligible for assistance if you are behind on your student loans.
- You have access to personalized job search assistance.

Please contact an IOT Representative (phone numbers located on page 4 of this catalog) for more information on graduate services.



LINKEDIN

Linkedin is an interconnected network of experienced professionals from around the world, representing 170 industries and over 43 million members. You can find, be introduced to, and collaborate with qualified professionals that you might need to work with to accomplish your goals. When you join, you create a profile that summarizes your professional expertise and accomplishments. With Linkedin you can:

- Gain free access to new job listings/openings through our employer network.
- Discover inside connections that can help you land jobs and close deals.
- Gain new insights from discussions with like minded professionals in private group settings.

How to Join

1. Go to www.linkedin.com
2. Fill in your full name, email address, and choose a password.
3. Confirm your email address.
4. Follow the steps on Linkedin to build your profile, including: Add your picture (optional); Add education history; Add employment history.

WEBSITE

Please visit your MyIOT Student Web account to access job request forms or to update your contact information. Please let us know when you move, change jobs, or change contact information. We want to keep up with you!

STUDENT LOANS

Please refer to the Financial Aid Consumer Information Packet for more information on student loan repayment.



Student Dress Code

STUDENT DRESS CODE

Professionalism in the Classroom

Students who enter Institute of Technology do so to change their lives. Many are choosing a new path, and the first step is education. We here at Institute of Technology want to support the success of all of our students in every way possible. From the day students enter our doors, our intention is to prepare them for the work environment they will be entering upon graduation.

Our students have made a conscious decision towards becoming professionals. Professionals know that appearance in a job interview is crucial. Professionals also know that every day they have a chance to make a first impression with a potential employer. Professionals choose to dress and act as though every day is an interview.

Every Wednesday is Professional Dress Day. *We strongly encourage all students to dress professionally on this day.* Suits, slacks, coat and tie, and dresses are considered appropriate attire for interviews. Wednesdays are the preferred day for Career Services to give school tours to potential employers. What a wonderful opportunity to impress a future boss!

Throughout each module, professionalism is discussed in the classroom. Students who exemplify the traits of a professional may be nominated by their peers for making the right choices in their attire, conduct, attitude, participation, and cooperation.

IOT staff will review the student nominees for attendance, grades, classroom participation, etc. to determine the winner from each session. Each winner will receive a Certificate of Recognition and be publicized on the Professionalism Recognition Board.

All students who enter Institute of Technology are acknowledged as adults with the right to make their own decisions about dress. Because we wish to encourage success, Institute of Technology staff members will counsel students who make decisions that may hamper success.

Habits take from three weeks to three months to form. Why not start your Professional Dress habits today?

Uniform Policy - Students enrolled in programs requiring uniforms must be properly attired when in attendance.

Standards of Dress, Grooming, and Personal Hygiene

The standards of dress, grooming, and personal hygiene for Institute of Technology students are patterned after those in the professional business/industry environment. In contacting a number of businesses, we found most of them continue to require conservative business attire plus a high degree of personal grooming and hygiene standards.

Therefore, students at Institute of Technology are required to maintain a conservative, suitable standard of

dress when on campus, in addition to maintaining a desired grooming and hygiene standard. These become factors in the job placement.

Our staff is committed to preparing all students for the job market. Any recommendation from our staff to students on appropriate attire is meant as a professional courtesy to the students. Students should not perceive this as a negative judgment on their appearance or character.

STUDENTS WILL BE ADVISED AND/OR MAY BE ASKED TO LEAVE THE CAMPUS IF THEY WEAR THE FOLLOWING:

- No Shoes
- Bare Midriffs
- No Undergarments
- Slides (open toe/open heel shoe wear)
- Visible body piercing (with the exception of earrings)
- Printed T-shirts with offensive verbiage
- Other non-professional attire
- Halter Tops
- Tube Tops
- Tank Tops
- Mini Skirts
- Dirty Clothing
- Hats





Medical Student Dress Code

MEDICAL BILLING AND OFFICE ADMINISTRATION, PHARMACY TECHNICIAN, PROFESSIONAL MEDICAL ASSISTANT, VOCATIONAL NURSING, PHYSICAL THERAPIST ASSISTANT DRESS CODE

Retail pharmacies, health facilities, and hospitals maintain a conservative environment. The doctors, patients, and customers will evaluate our professionalism by our appearance.

Students in medical courses must observe the following policy:

Jewelry

- One pair of earrings (Small to medium in size—no large hoops)
- One (set) ring on each hand (Wedding rings are considered one ring)
- Necklaces/chains (Should wear only one at a time) *Necklace or chain should not be of such a length to cause a health or safety issue.*
- No tongue or facial piercing

Nails

- Length/polish (Nails should be short and polished clear or neutral colors)

Hair

- Length/cut (Hair should be clean, out of the face, and off the collar. The cut and style should be conservative with appropriate accessories)

Makeup and Perfume/After Shave

- Makeup can be worn, but moderate to light. Perfume/after shave should be limited to very little due to possible allergic reactions from patients

Dress

- Uniforms should be clean and wrinkle free.
- Do not mix uniforms with street clothes, such as scrub top with jeans.*
- Shoes are to be solid white tennis shoes or nursing shoes—not canvas.
- Appropriate undergarments and hosiery. Lab coats are optional.)

Medical Billing and Office Administration, Pharmacy Technician, and Professional Medical Assistant students are highly encouraged to follow professional dress day on Wednesdays.

*Pharmacy Technician students are allowed to wear their lab coats with street clothes.

*Medical Billing and Office Administration students are allowed to wear street clothes or uniforms.





CERM Student Dress Code

The professional image required of the students enrolled in the CERM program at the Institute of Technology requires that each student assume responsibility for adopting high standards of personal hygiene and grooming. Grooming must not interfere with any CERM student's ability to hear, see, or to utilize safety equipment such as gas masks and breathing apparatus.

The following will apply to all CERM students while they are in the uniformed phase modules of the CERM Program.

CERM Students are expected to adhere to the dress code and grooming standards found in the Institute of Technology Catalog (Medical Student Dress Code). In addition the following CERM standards shall apply and take precedence where they may conflict with the Medical Dress Code:

SIDEBURNS - Side burns will not extend below the bottom of the earlobe, and width shall be even to the base and will end with a clean-shaven, horizontal line, while standing in an erect position. The maximum width of the bottom of the sideburns shall not exceed 1 1/2 inches and will not be flared or pointed.

BEARDS, MUSTACHES AND GOATEES - Beards, mustaches, goatees or other facial hair are not permitted. Male students should be clean shaven at the beginning of class each day.

HAIR - Students will keep their hair in a clean, neat style that presents a well-groomed and professional appearance and image. Hairstyles should not detract from the professional image of the CERM Program. No designs are to be cut into the hair, nor is hair to be an unnatural "two-toned" effect. Hair is to be worn short and for females it is to be worn, if long, in a "bun" or "ponytail" and secured with hair ties or rubber band or clip.

DAILY UNIFORM WEAR

Students are required to wear a CERM uniform on a daily basis unless otherwise directed by their CERM Instructor or CERM Program Director.

Students will be directed on how to wear the uniform by their Instructor / Program Director when their uniform is issued.

EXERCISE UNIFORM

Students may be required to wear an exercise uniform or asked to wear appropriate exercise attire. The exercise uniform/attire will be worn at the direction of their CERM Instructor / Program Director and proper uniform wear will be discussed by the Instructor.





Drug-Free Campus Policy

1. This policy applies to all students and employees of Institute of Technology while attending school or any school function. Please refer to the Financial Aid Consumer Information packet for additional information on IOT's drug free program.

As stated in California Health and Safety Code 1135.5, adults preparing for the sale or gift of a controlled substance to minors upon school grounds or public playgrounds may be punished by imprisonment in the state prison for five, seven or nine years.

As stated in California Health and Safety Code 11353.6, Juvenile Drug Trafficking and Schoolyard Act of 1988, any such acts shall receive an additional punishment of three, four or five years at the court's discretion.

2. All students attending Institute of Technology are considered adults and are in an adult situation. For this reason, there will be **no warnings** if the use of alcohol or illicit drugs is found on campus or at campus functions.

Notification of the police will be left to the judgment of the attending instructor or school personnel. The student's instructor will be notified of the dismissal within 24 hours of the situation.

3. There are certain drugs that cause or create physical and emotional problems. Following is a list of the most common drugs and their side effects:

Marijuana contains THC, a psychoactive chemical that alters the sensory activities of the brain, including long-term damage to memory capabilities. The inhalation of marijuana smoke may cause lung cancer and chronic use may adversely affect reproductive ability in women.

Alcohol alters judgment, vision, speech and coordination and can cause long-term damage to the liver. It severely impairs one's ability to function and is a primary cause for vehicular accidents.

Cocaine and Crack provide a user with a temporary feeling of energy, increased heart rate, blood pressure, body temperature and can cause a false sense of exhilaration. They are highly addictive and may lead to heart attacks, strokes and long-term brain damage.



4. There are several local agencies that can assist you with referrals to organizations that specialize in alcohol or drug abuse. They are as follows:

Alcohol and Drug Abuse Council
4411 North Cedar, #108
Fresno, CA 93726
(559) 248-1548

Alcoholics Anonymous
2812 North Blackstone
Fresno, CA 93703
(559) 221-6907

Center for Human Services
1700 McHenry Village Way, #14
Modesto, CA 95350
(209) 526-1440

New Hope Recovery House
823 E Orangeburg Ave.
Modesto, CA 95350
(209) 527-9797

Substance Abuse Services
800 Scenic Dr.
Modesto, CA 95350
(209) 558-7460

Empire Recovery Center
1237 California Street
Redding, CA 96001
(530) 243-7470

Nationwide Addiction Assistance Helpline
1-800-559-9503



Daily Schedule, Tuition Policy/Schedule

FOR DAILY SCHEDULE PLEASE SEE ADDENDA.

TUITION POLICY

For all programs, students must make decisions regarding financial aid and/or payment arrangements in advance with the Financial Aid staff. Costs for textbooks, supplies, uniforms, and certification/licensure fees are disclosed to students on individual program Supply Fee disclosures and students may discuss payment arrangements for these items with the Financial Aid Office.

For those students who are eligible for financial aid, payments are due on the date the funds are processed from the government and/or the date outlined in the student's payment arrangement with the college.

There is no tuition credit for absences. Cash payments are to be made at the front desk.

Upon leaving, students are interviewed as part of the exit interview process. If an amount is due, a payment schedule may be arranged. If the student does not follow payment guidelines after 90 days, his/her account may be turned over to a collection agency.

FOR PROGRAM COSTS, PLEASE SEE ADDENDA.

FOR TUITION SCHEDULE, PLEASE SEE ADDENDA.





Occupational Outcomes

Graduates of the following programs are trained for employment in any of the listed Standard Occupational Classification (SOC) Codes.

ACCOUNTING (AAS)

SOC Code	Occupation
13-2011	Accountants and Auditors
13-2081	Tax Examiners and Collectors, and Revenue Agents
43-3011	Bill and Account Collectors
43-3021	Billing and Posting Clerks
43-3031	Bookkeeping, Accounting, and Auditing Clerks
43-3051	Payroll and Timekeeping Clerks
43-3099	Financial Clerks, All Other
43-4021	Correspondence Clerks
43-4041	Credit Authorizers, Checkers, and Clerks
43-4051	Customer Service Representatives
43-4071	File Clerks
43-4141	New Accounts Clerks
43-4151	Order Clerks
43-4171	Receptionists and Information Clerks
43-4199	Information and Record Clerks, All Other
43-9061	Office Clerks, General
43-9111	Statistical Assistants
43-9199	Office and Administrative Support Workers, All Other

BAKING AND PASTRY SPECIALIST

SOC Code	Occupation
35-1011	Chefs and Head Cooks
35-2014	Cooks, Restaurant
35-2019	Cooks, All Other
35-2021	Food Preparation Workers
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food
35-9099	Food Preparation and Serving Related Workers, All Other
51-3092	Food Batchmakers
51-3093	Food Cooking Machine Operators and Tenders

BARBERING

SOC Code	Occupation
39-5000	Personal Appearance Workers

39-5010	Barbers, Hairdressers, Hairstylists and Cosmetologists
39-5011	Barbers
39-5012	Hairdressers, Hairstylists, and Cosmetologists
395090	Miscellaneous Personal Appearance Workers
39-5091	Makeup Artists, Theatrical and Performance
39-5092	Manicurists and Pedicurists
51-3011	Bakers
39-5093	Shampooers
39-5094	Skincare Specialists

COSMETOLOGY

SOC Code	Occupation
39-5000	Personal Appearance Workers
39-5010	Barbers, Hairdressers, Hairstylists and Cosmetologists
39-5011	Barbers
39-5012	Hairdressers, Hairstylists, and Cosmetologists
395090	Miscellaneous Personal Appearance Workers
39-5091	Makeup Artists, Theatrical and Performance
39-5092	Manicurists and Pedicurists
39-5093	Shampooers
39-5094	Skincare Specialists

CRIMINOLOGY AND EMERGENCY RESPONSE MANAGEMENT

SOC Code	Occupation
13-1041	Compliance Officers
19-4092	Forensic Science Technicians
21-1092	Probation Officers and Correctional Treatment Specialists
23-2099	Legal Support Workers, All Other
25-1111	Criminal Justice and Law Enforcement Teachers, Postsecondary
33-1011	First-Line Supervisors of Correctional Officers
33-1012	First-Line Supervisors of Police and Detectives

(Continued on page 80)



Occupational Outcomes

(Continued from page 79)

33-1099	First-Line Supervisors of Protective Service Workers, All Other
33-2021	Fire Inspectors and Investigators
33-2022	Forest Fire Inspectors and Prevention Specialists
33-3011	Bailiffs
33-3012	Correctional Officers and Jailers
33-3021	Detectives and Criminal Investigators
33-3031	Fish and Game Wardens
33-3041	Parking Enforcement Workers
33-3051	Police and Sheriff's Patrol Officers
33-3052	Transit and Railroad Police
33-9011	Animal Control Workers
33-9021	Private Detectives and Investigators
33-9031	Gaming Surveillance Officers and Gaming Investigators
33-9032	Security Guards
33-9091	Crossing Guards
33-9092	Lifeguards, Ski Patrol, and Other Recreational Protective Service
33-9093	Transportation Security Screeners
33-9099	Protective Service Workers, All Other
39-3099	Entertainment Attendants and Related Workers, All Other
39-9011	Childcare Workers
43-4061	Eligibility Interviewers, Government Programs
43-4199	Information and Record Clerks, All Other
43-5031	Police, Fire, and Ambulance Dispatchers
43-5032	Dispatchers, Except Police, Fire, and Ambulance
43-9199	Office and Administrative Support Workers, All Other
45-2011	Agricultural Inspectors
53-3011	Ambulance Drivers and Attendants, Except Emergency Medical Technicians
53-6099	Transportation Workers, All Other

CULINARY ARTS DIPLOMA

SOC Code	Occupation
11-9051	Food Service Managers
35-1011	Chefs and Head Cooks
35-1012	First-Line Supervisors of Food Preparation and Serving Workers

35-2011	Cooks, Fast Food
35-2012	Cooks, Institution and Cafeteria
35-2013	Cooks, Private Household
35-2014	Cooks, Restaurant
35-2015	Cooks, Short Order
35-2019	Cooks, All Other
35-2021	Food Preparation Workers
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
35-9099	Food Preparation and Serving Related Workers, All Other
39-9021	Personal Care Aides
51-3011	Bakers
51-3021	Butchers and Meat Cutters
51-3022	Meat, Poultry, and Fish Cutters and Trimmers
51-3091	Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders
51-3092	Food Batchmakers
51-3093	Food Cooking Machine Operators and Tenders

HEATING, VENTILATION AND AIR CONDITIONING

SOC Code	Occupation
47-2152	Plumbers, Pipefitters, and Steamfitters
47-2211	Sheet Metal Workers
47-4099	Construction and Related Workers, All Other
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9031	Home Appliance Repairers
49-9043	Maintenance Workers, Machinery
49-9071	Maintenance and Repair Workers, General
49-9091	Coin, Vending, and Amusement Machine Servicers and Repairers
49-9098	Helpers--Installation, Maintenance, and Repair Workers

(Continued on page 81)



Occupational Outcomes

(Continued from page 80)

49-9099	Installation, Maintenance, and Repair Workers, All Other
51-4121	Welders, Cutters, Solderers, and Brazers

HUMAN RESOURCE ADMINISTRATOR (AAS)

SOC Code	Occupation
11-1021	General and Operations Managers
11-2011	Advertising and Promotions Managers
11-3011	Administrative Services Managers
11-3061	Purchasing Managers
11-3111	Compensation and Benefits Managers
11-3121	Human Resources Managers
11-3131	Training and Development Managers
11-9199	Managers, All Other
13-1071	Human Resources Specialists
13-1075	Labor Relations Specialists
13-1111	Management Analysts
13-1141	Compensation, Benefits, and Job Analysis Specialists
13-1151	Training and Development Specialists
25-1011	Business Teachers, Postsecondary
41-1011	First-Line Supervisors of Retail Sales Workers
41-1012	First-Line Supervisors of Non-Retail Sales Workers
41-2022	Parts Salespersons
41-2031	Retail Salespersons
43-3011	Bill and Account Collectors
43-3051	Payroll and Timekeeping Clerks
43-3099	Financial Clerks, All Other
43-4051	Customer Service Representatives
43-4061	Eligibility Interviewers, Government Programs
43-4071	File Clerks
43-4111	Interviewers, Except Eligibility and Loan
43-4161	Human Resources Assistants, Except Payroll and Timekeeping
43-4171	Receptionists and Information Clerks
43-4199	Information and Record Clerks, All Other
43-6011	Executive Secretaries and Executive Administrative Assistants
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

43-9022	Word Processors and Typists
43-9061	Office Clerks, General
43-9199	Office and Administrative Support Workers, All Other

INDUSTRIAL MAINTENANCE AND AUTOMATED TECHNOLOGY

SOC Code	Occupation
17-3024	Electro-Mechanical Technicians
17-3026	Industrial Engineering Technicians
47-2111	Electricians
47-3013	Helpers--Electricians
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment
49-9012	Control and Valve Installers and Repairers, Except Mechanical Door
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9041	Industrial Machinery Mechanics
49-9043	Maintenance Workers, Machinery
49-9071	Maintenance and Repair Workers, General
49-9098	Helpers--Installation, Maintenance, and Repair Workers
49-9099	Installation, Maintenance, and Repair Workers, All Other
51-2022	Electrical and Electronic Equipment Assemblers
51-2023	Electromechanical Equipment Assemblers

MEDICAL BILLING AND OFFICE ADMINISTRATION

SOC Code	Occupation
11-9111	Medical and Health Services Managers
29-2071	Medical Records and Health Information Technicians
31-9093	Medical Equipment Preparers
31-9094	Medical Transcriptionists
43-2011	Switchboard Operators, Including Answering Service
43-2021	Telephone Operators
43-3011	Bill and Account Collectors
43-3021	Billing and Posting Clerks
43-3031	Bookkeeping, Accounting, and Auditing Clerks

(Continued on page 82)



Occupational Outcomes

(Continued from page 81)

43-6013	Medical Secretaries
43-9021	Data Entry Keyers
43-9022	Word Processors and Typists
43-9041	Insurance Claims and Policy Processing Clerks

51-4000	Metal Workers and Plastic Workers
51-4120	Welding, Soldering, and Brazing Workers
51-4121.00	Welders, Cutters, Solderers, and Brazers
51-4121.06	Welders, Cutters, and Welder Fitters

PHARMACY TECHNICIAN

SOC Code	Occupation
25-1071	Health Specialties Teachers, Postsecondary
29-2052	Pharmacy Technicians
31-9095	Pharmacy Aides

PHYSICAL THERAPIST ASSISTANT

SOC Code	Occupation
31-2021	Physical Therapist Assistants

PROFESSIONAL MEDICAL ASSISTANT

SOC Code	Occupation
11-9111	Medical and Health Services Managers
29-2012	Medical and Clinical Laboratory Technicians
29-2057	Ophthalmic Medical Technicians
29-2071	Medical Records and Health Information Technicians
31-1011	Home Health Aides
31-9092	Medical Assistants
31-9093	Medical Equipment Preparers
31-9094	Medical Transcriptionists
31-9099	Healthcare Support Workers, All Other
39-9021	Personal Care Aides
43-6013	Medical Secretaries

VOCATIONAL NURSING

SOC Code	Occupation
29-2061	Licensed Practical and Licensed Vocational Nurses

WELDING TECHNICIAN

SOC Code	Occupation
51-0000	Production Occupations



State of California Notice of Student Rights

State of California Notice of Student Rights

SCHOOL WITHDRAWAL POLICY / BUYER'S RIGHT TO CANCEL

A student has the right to cancel the enrollment agreement without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. Cancellation occurs when you give written notice of cancellation at the School address shown on the front page of the enrollment agreement. You can do this by mail or in person, to the Campus President of the school. A notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two Notice of Cancellation forms on the first day of class. If you cancel the agreement, the School will refund any money that you paid, less the Registration Fee (not to exceed \$150) within 45 days after your notice is received.

1. After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your copy of the contract, ask the school for a description of the refund policy.
2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address printed below for information.
3. If you have any complaints, questions, or problems which you cannot work out with the school, write to:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 431-6959
E-mail: bppe@dca.ca.gov

Institute of Technology is accredited by the Accrediting Commission of Career Schools and Colleges. Students who are unable to first resolve issues with the school, may contact ACCSC for assistance, in addition to the organization listed above.

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212



Executive Management Staff

Corporate Office
Select Education Group
5601 Stoddard Road
Modesto, CA. 95356

Phone: **209-572-7800**
Fax: **209-545-1804**

Rick Wood	President/Chief Executive Officer
Laura Bouche	Director of Title IV Administration & Compliance
Larry Toone	Controller
Mark Brown	IT Manager
Sharon Walker	Human Resource Administrator
Marisa Maron	Corporate Operations Manager



Institute
of Technology



Institute
of Technology

2019
Catalog Addenda
Clovis Main Campus

Revised: December 31, 2018



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist

Culinary Arts Diploma

Heating, Ventilation & Air Conditioning, Medical Billing & Office Administration, Professional Medical Assistant

January 14, 2019 October 17, 2019
February 18, 2019 November 21, 2019
March 25, 2019 January 9, 2020
April 29, 2019 February 13, 2020
June 3, 2019 March 19, 2020
July 8, 2019 April 23, 2020
August 12, 2019 May 29, 2020
September 16, 2019 July 2, 2020
October 21, 2019 August 6, 2020
November 25, 2019 September 11, 2020

Cosmetology and Barbering

January 14, 2019 October 25, 2019
February 18, 2019 November 29, 2019
March 25, 2019 January 17, 2020
April 29, 2019 February 21, 2020
June 3, 2019 March 27, 2020
July 8, 2019 May 1, 2020
August 12, 2019 June 6, 2020
September 16, 2019 July 10, 2020
October 21, 2019 August 14, 2020
November 25, 2019 September 18, 2020

Industrial Maintenance & Automated Technology

January 14, 2019 May 29, 2020
February 18, 2019 July 2, 2020
March 25, 2019 August 6, 2020
April 29, 2019 September 11, 2020
June 3, 2019 October 15, 2020
July 8, 2019 November 19, 2020
August 12, 2019 January 7, 2021
September 16, 2019 February 11, 2021
October 21, 2019 March 18, 2021
November 25, 2019 April 22, 2021

Criminology/Emergency Response (AAS Degree)

January 14, 2019 April 23, 2020
February 18, 2019 May 29, 2020
March 25, 2019 July 2, 2020
April 29, 2019 August 6, 2020
June 3, 2019 September 11, 2020
July 8, 2019 October 15, 2020
August 12, 2019 November 19, 2020
September 16, 2019 January 7, 2021
October 21, 2019 February 11, 2021
November 25, 2019 March 18, 2021

Welding Technician

January 14, 2019 November 21, 2019
February 18, 2019 January 9, 2020
March 25, 2019 February 13, 2020
April 29, 2019 March 19, 2020
June 3, 2019 April 23, 2020
July 8, 2019 May 29, 2020
August 12, 2019 July 2, 2020
September 16, 2019 August 6, 2020
October 21, 2019 September 11, 2020
November 25, 2019 October 15, 2020

Physical Therapist Assistant

TBD

Vocational Nursing (Full Time)

TBD

**Refer to Main Catalog for
Program Descriptions**



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

(CA-AAS, CERM, HRA-AAS,
HVAC, IMAT, MBOA, PMA)

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m. to 12:00 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

12:00 p.m. to 4:30 p.m.
6:00 p.m. to 10:30 p.m.

Legend

Scheduled Class Day: #

No Class: #



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:

#

No Class:

#



2019 Class Schedule—Cosmetology & Barbering Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Cosmetology & Barbering classes are held on Monday through Thursday from:
8:00 a.m. to 5:00 p.m.

and

Cosmetology & Barbering classes are held on Friday from:
8:45 a.m. to 4:15 p.m.

*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:

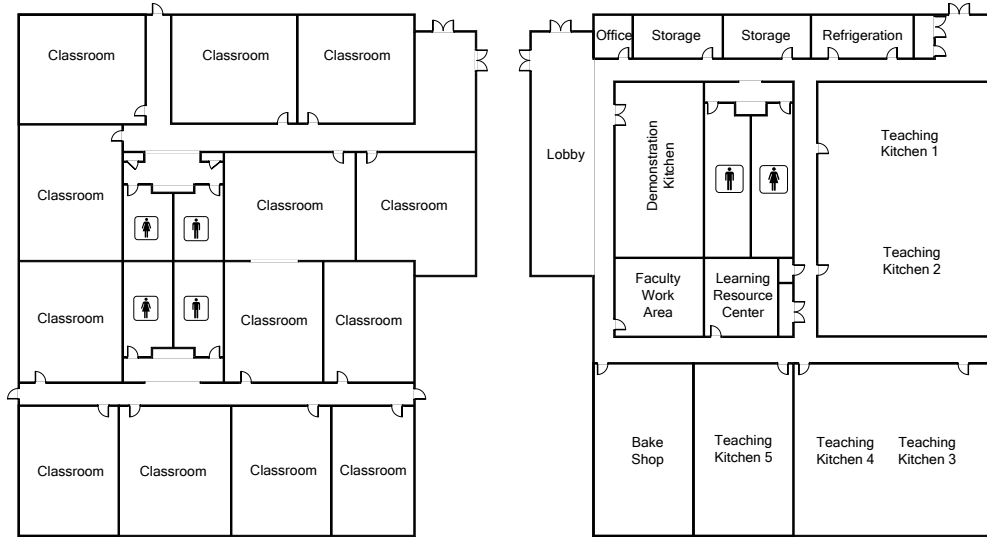
#

No Class:

#



Facilities



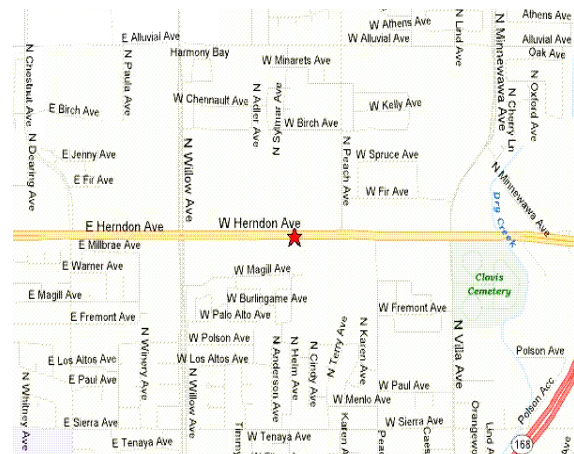
564 W. Herndon, Clovis, CA 93612



Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:00 a.m. to 10:30 p.m., Monday through Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost \$769.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Accounting (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 247.00
Tuition (Year 1)	\$ 11,190.00
Tuition (Year 2)	\$ 11,190.00
Tuition (Year 3)	\$ 5,595.00
Total	\$ 28,297.00

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 733.00
Tuition	\$ 17,872.00
Total	\$ 18,680.00

Barbering

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 359.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,471.00

Cosmetology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 685.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,672.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 929.00
Tuition	\$ 17,888.00
Total	\$ 18,892.00

Human Resource Administrator (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 247.00
Tuition (Year 1)	\$ 13,476.00
Tuition (Year 2)	\$ 13,476.00
Total	\$ 27,274.00

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 543.00
Tuition (Year 1)	\$ 12,840.00
Tuition (Year 2)	\$ 12,840.00
Tuition (Year 3)	\$ 4,280.00
Total	\$ 30,578.00

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 621.00
Tuition	\$ 15,904.00
Total	\$ 16,600.00

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,045.00
Tuition (Year 1)	\$ 12,360.00
Tuition (Year 2)	\$ 12,360.00
Tuition (Year 3)	\$ 6,180.00
Total	\$ 33,020.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 647.00
Tuition	\$ 15,744.00
Total	\$ 16,466.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 70.00
Books & Supplies	\$ 2,488.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,568.00

(Continued on page 12)



Program Cost

(Continued from page 11)

Welding Technician

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 1,171.00
Tuition (Year 1)	\$ 13,784.00
Tuition (Year 2)	\$ 1,723.00
Total	\$ 16,753.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Accounting (AAS)	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$ 28,297.00	112	1500	75
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,680.00	48	890	40
Barbering	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Criminology/Emergency Response (AAS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,471.00	97	1300	65
Cosmetology	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,672.00	52	880	40
Culinary Arts Professional (AOS)	\$6,530.00	\$6,530.00	\$6,530.00	\$6,530.00	\$4,353.00	\$ 31,060.00	92	1480	70
Culinary Arts Specialist	\$9,780.00	\$9,780.00				\$ 20,062.00	39	680	30
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,892.00	48.5	800	40
Human Resource Administrator (AAS)	\$6,738.00	\$6,738.00	\$6,738.00	\$6,738.00		\$ 27,274.00	91	1200	60
Industrial Maint. & Automated Technology	\$6,420.00	\$6,420.00	\$6,420.00	\$6,420.00	\$4,280.00	\$ 30,578.00	92.5	1400	70
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,600.00	47.5	860	40
Physical Therapist Assistant	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$ 33,020.00	65.5	1,573	75
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,466.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,568.00	62.2	1575	51
Welding Technician	\$6,892.00	\$6,892.00	\$1,723.00			\$ 16,753.00	51	900	45

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Accounting (AAS)	\$5,595.00	\$559.50	\$1,119.00	\$1,678.50	\$2,238.00	\$2,797.50	\$3,357.00
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Barbering	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Criminology/Emergency Response (AAS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Cosmetology	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Culinary Arts Professional (AOS)	\$6,530.00	\$653.00	\$1,306.00	\$1,959.00	\$2,612.00	\$3,265.00	\$3,918.00
Culinary Arts Specialist	\$9,780.00	\$978.00	\$1,956.00	\$2,934.00	\$3,912.00	\$4,890.00	\$5,868.00
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Human Resource Administrator (AAS)	\$6,738.00	\$673.80	\$1,347.60	\$2,021.40	\$2,695.20	\$3,369.00	\$4,042.80
Industrial Maint & Automated Technology	\$6,420.00	\$642.00	\$1,284.00	\$1,926.00	\$2,568.00	\$3,210.00	\$3,852.00
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Physical Therapist Assistant	\$6,180.00	\$618.00	\$1,236.00	\$1,854.00	\$2,472.00	\$3,090.00	\$3,708.00
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Welding Technician	\$6,892.00	\$689.20	\$1,378.40	\$2,067.60	\$2,756.80	\$3,446.00	\$4,135.20

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

(Continued on page 15)



Vocational Nursing Addendum

(Continued from page 14)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

(Continued on page 16)



Vocational Nursing Addendum

(Continued from page 15)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

(Continued on page 17)



Vocational Nursing Addendum

(Continued from page 16)

Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

(Continued on page 18)



Vocational Nursing Addendum

(Continued from page 17)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Effective October 25, 2017, The Physical Therapist Assistant Program at the Institute of Technology-Clovis Campus has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: Math Exam
Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma

or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to

(Continued on page 20)



Physical Therapist Assistant Addendum

(Continued from page 19)

admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any a tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
 - Case Studies
 - Independent/guided study in "Open Lab"
 - Written examination
 - Attendance at seminars or workshops

- Auto tutorial laboratory
- Research Reports
- Clinical – Acceptable methods of make-up include:
 - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

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Physical Therapist Assistant Addendum

(Continued from page 20)

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees (\$300).
 - a. Submit P1E form (certificate of completion from an accredited institution)
 - b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant (\$370 FSBPT + \$55.60 Prometric)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam (\$30 FSBPT + \$20 Prometric)

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT



Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Saechao "Jenny" Meuy	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Melinda Wood	Director of Student Services
Xochitl Leon	Registrar
Joshua Pugh	Administrative Assistant / Receptionist
Vicky Ramirez	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Michele Owens-Ray	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Tim Kearn	Director of Career Services
Diane Jensen	Career Services Advisor
Tina Diaz	Career Services Advisor
Tony Leon	Facilities Coordinator
Veronica Tapia	Facilities Custodian
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

Business / General Education

Lisa Favareille	Business/GenEd Division Lead Instructor 20+ years experience Accounting and Business Administration, HRA / 5+ years experience food industry / AS Accounting / Certificate in MicroComputer Accounting / Microsoft Office (Word/Excel) and Paralegal Studies
Bob Locklin	Business Instructor AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching
Mark Hoffman	Business Instructor
Roxanne Hinds	Business Instructor
Chelsi Johnston	General Education Instructor Masters in Business Education, Minor in Communication, Bachelor's Degree in Political Science 5+ years experience as an Instructor at IOT Culinary
Kevin Arnett	Culinary Division Program Director 8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France
James Pacini	Assistant Culinary Division Program Director 34+ years industry experience / CAP-AOS Alumni / Business Owner—Current Owner / Chef Pacini's Catering and The Old Hotel Bistro
Molly Hudson, FMP	Culinary Mentor Instructor Certified Foodservice Management Professional / 33+ Years industry experience
C. Scott Smith	Culinary Instructor Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience
Erin Easley	Culinary Instructor Pastry Chef / 3+ Years industry experience
Christian Romeo	Culinary Instructor 15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries
Angelica Valdez	Culinary Instructor Graduate of California Chef Academy in San Francisco 15+ years industry experience
Anna Marquardt	Culinary Instructor 7+ years industry experience / 5+ years culinary instructor
Erik Giese	Culinary Instructor
Leslie Batesole	Culinary Instructor 8 years culinary experience / 10 years management experience / 3 years pastry chef experience / Culinary Arts Professional Alumni / Baking and Pastry Chef Alumni / ServSafe Proctor Certification
Charlene Holguin	Adjunct Culinary Instructor MBA / 20 years experience in the restaurant industry / 10 years experience in training and development / HRA

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Staff and Faculty

(Continued from page 23)

Diploma from IOT / BA in Business Management

Jeanette Remine Adjunct Culinary Instructor

Graduate of Institute of Technology Baking and Pastry Specialist Program, 29 + years of industry experience

Kara Durham Adjunct Culinary Instructor

BAS Nutrition Science, AOS Baking & Pastry, AOS Weather Technology, Certificate Holistic Nutrition, Certificate Personal Training, 7+ years industry experience

Criminology

Brenda Bradford Criminology Division Lead Instructor
9 years experience in industry / 6 years as a correctional officer with Fresno County Sheriff / 10 years as a teacher/instructor / MA in Marriage, Family & Child Counseling / BS in Criminal Justice

Brett Scroggins Adjunct CERM Instructor
25+ years Fresno Sheriff's Department / 25 years as a Correctional Officer with Fresno County Sheriff's Department / Training Officer / Defensive Tactics Instructor

Troy Burks Adjunct CERM Instructor
23 Years of industry experience / 23 years as a Correctional Officer with Fresno County Sheriff's Department / SERT Team / Training Officer / Defensive Tactics Instructor / AS in Administration of Justice

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police Officer

Jeana Parenti Adjunct CERM Instructor
*Bachelor's Degree Psychology/POST Academy
12 years Police Officer*

Jess Herring Adjunct CERM Instructor
30 years industry experience

Scott Sobel Adjunct CERM Instructor
Bachelor's Degree Criminology, 21 years Police Officer

Juan Espinoza Adjunct CERM Instructor
Bachelor's Degree Criminology, 31 years Military/Police Officer

Phillip Macy Adjunct CERM Instructor
Bachelor's Degree Criminology, 29 years Police Officer

Mark Eaton Adjunct CERM Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Medical

Deborah Cacy Medical Division Lead Instructor and
Externship Coordinator
Certified Medical Assistant / 24+ years industry

experience

Shannon Dority PMA Instructor
*5+ years of industry experience, 2+ years experience
PMA Instructor IOT*

Carol Smith MBOA Instructor
*Bachelor's Degree in Business Administration
Management, Master's Degree in Business Administration
Management with an emphasis in Human Resources, 4+
years Medical Industry experience, 3+ years Billing and
Coding experience, 8+ years instructor experience*

Angelina Cruz MBOA Instructor
*Certificate Medical Administration Specialist, 16+ years
industry experience*

Carolyn Tirado Adjunct PMA/MBOA Instructor

Jessica Sanchez De Cisneros Adjunct PMA Instructor
*AA Degree in Human Resource Administration, Certificate
Professional Medical Assistant, 3+ years medical industry
experience*

Karen Williams Adjunct Instructor
*Professional Medical Assistant Certificate from Institute of
Technology, 3.5 years Medical Assistant experience*

Nursing

Paula Richards, RN, BSN, MHA Director of Nursing
45+ years industry experience

TBD Assistant Director of Nursing

Clarissa Trinidad, RN, BSN, MSN Nursing Instructor
12.5 years industry experience

Julia Viger, RN, BSN, MSN Nursing Instructor
30+ years nursing experience, 15 + years in education

Lea McClellan, RN, BSN Nursing Instructor
*RN, BSN, Public Health Certificate, double major Science
and Psychology, 2+ years nursing experience*

Linda Hicks, RN, BSN Nursing Instructor
25+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor
36+ years nursing experience

Susan Saldana, LVN, AA Nursing Instructor
*AA Liberal Arts/Social Science, AA Vocational Nursing,
3.5 years experience as an LVN and 18.5 years
experience in the healthcare field*

Sarah Medina, BSN Nursing Instructor
14+ years nursing experience

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA
*Clinical Doctorate in Physical Therapy (DPT) with
Academic Doctorate in Health Sciences in progress (PhD
expected 2019)*

(Continued on page 25)



Staff and Faculty

(Continued from page 24)

Heather Porter, MPT Director of Clinical Education
Master's of Physical Therapy, 18+ years of industry experience

Allen Aiken, PTA PTA Instructor
Associates in Physical Therapist Assistant, 21 years industry experience

Gabriella Rivera, PT, DPT PTA Adjunct Instructor
4+ years experience as a Physical Therapist

Omar Estrada, PTA PTA Adjunct Instructor
Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor
Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Nader Inan Adjunct PTA Gen.Ed. Instructor
Academic Doctorate in Physics (PhD), 12 years (since Master's in Physics)

Arthur Evans, PhD Adjunct PTA Gen.Ed. Instructor
Academic Doctorate in Physics (PhD), 10 years (since Master's in Physics)

Technical

Alejandro Lopez Technical Division Lead Instructor
27+ years of Industrial Maintenance and Automation experience

Steven Kelm HVAC Instructor
28+ years industry experience / EPA & HVAC Excellence Certified

David Welford Welding Tech. Instructor
5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Tehchnology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Eric Rohowits Part-Time HVAC Instructor

David Castillo Adjunct HVAC Instructor
11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor
EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor

Louis Rosales Adjunct HVAC Instructor
2 years Refrigeration program Fresno City College, 34+ years experience in the HVAC/Refrigeration industry

Ronald Rudolph Adjunct IMAT Instructor

Cosmetology

Ramanda Ramirez Cosmetology and Barbering
Program Director

Licensed Cosmetologist, Licensed Barber

Phoua Kue Cosmetology and Barbering
Instructor

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2018 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
564 W. Herndon Ave., Clovis, CA. 96312

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Clovis Main Campus

Revised: January 17, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist

Culinary Arts Diploma

Heating, Ventilation & Air Conditioning, Medical Billing & Office Administration, Professional Medical Assistant

January 14, 2019	October 17, 2019
February 18, 2019	November 21, 2019
March 25, 2019	January 9, 2020
April 29, 2019	February 13, 2020
June 3, 2019	March 19, 2020
July 8, 2019	April 23, 2020
August 12, 2019	May 29, 2020
September 16, 2019	July 2, 2020
October 21, 2019	August 6, 2020
November 25, 2019	September 11, 2020

Cosmetology and Barbering

January 14, 2019	October 25, 2019
February 18, 2019	November 29, 2019
March 25, 2019	January 17, 2020
April 29, 2019	February 21, 2020
June 3, 2019	March 27, 2020
July 8, 2019	May 1, 2020
August 12, 2019	June 6, 2020
September 16, 2019	July 10, 2020
October 21, 2019	August 14, 2020
November 25, 2019	September 18, 2020

Industrial Maintenance & Automated Technology

January 14, 2019	May 29, 2020
February 18, 2019	July 2, 2020
March 25, 2019	August 6, 2020
April 29, 2019	September 11, 2020
June 3, 2019	October 15, 2020
July 8, 2019	November 19, 2020
August 12, 2019	January 7, 2021
September 16, 2019	February 11, 2021
October 21, 2019	March 18, 2021
November 25, 2019	April 22, 2021

Criminology/Emergency Response (AAS Degree)

January 14, 2019	April 23, 2020
February 18, 2019	May 29, 2020
March 25, 2019	July 2, 2020
April 29, 2019	August 6, 2020
June 3, 2019	September 11, 2020
July 8, 2019	October 15, 2020
August 12, 2019	November 19, 2020
September 16, 2019	January 7, 2021
October 21, 2019	February 11, 2021
November 25, 2019	March 18, 2021

Welding Technician

January 14, 2019	November 21, 2019
February 18, 2019	January 9, 2020
March 25, 2019	February 13, 2020
April 29, 2019	March 19, 2020
June 3, 2019	April 23, 2020
July 8, 2019	May 29, 2020
August 12, 2019	July 2, 2020
September 16, 2019	August 6, 2020
October 21, 2019	September 11, 2020
November 25, 2019	October 15, 2020

Physical Therapist Assistant

May 20, 2019*	November 26, 2020
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* Pending Approval

Vocational Nursing (Full Time)

March 18, 2019*	April 17, 2020
July 15, 2019*	August 14, 2020
November 11, 2019*	December 18, 2020

* Pending Approval

**Refer to Main Catalog for
Program Descriptions**



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

(CA-AAS, CERM, HRA-AAS,
HVAC, IMAT, MBOA, PMA)

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m. to 12:00 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

12:00 p.m. to 4:30 p.m.
6:00 p.m. to 10:30 p.m.

Legend

Scheduled Class Day:

#

No Class:

#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:

#

No Class:

#



2019 Class Schedule—Cosmetology & Barbering Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Cosmetology & Barbering classes are held on Monday through Thursday from:
8:00 a.m. to 5:00 p.m.

and

Cosmetology & Barbering classes are held on Friday from:
8:45 a.m. to 4:15 p.m.

*The above schedule is typical, but is subject to change.

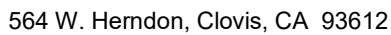
Legend

Scheduled Class Day:

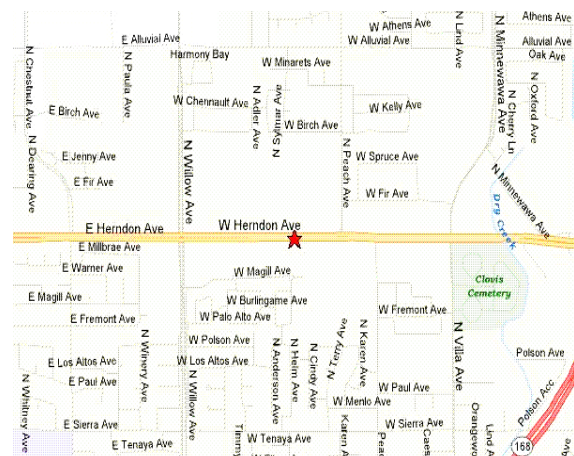
#

No Class:

#



The Clovis Campus is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:00 a.m. to 10:30 p.m., Monday through Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost \$769.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Accounting (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 247.00
Tuition (Year 1)	\$ 11,190.00
Tuition (Year 2)	\$ 11,190.00
Tuition (Year 3)	\$ 5,595.00
Total	\$ 28,297.00

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 733.00
Tuition	\$ 17,872.00
Total	\$ 18,680.00

Barbering

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 359.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,471.00

Cosmetology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 685.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,672.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 929.00
Tuition	\$ 17,888.00
Total	\$ 18,892.00

Human Resource Administrator (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 247.00
Tuition (Year 1)	\$ 13,476.00
Tuition (Year 2)	\$ 13,476.00
Total	\$ 27,274.00

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 543.00
Tuition (Year 1)	\$ 12,840.00
Tuition (Year 2)	\$ 12,840.00
Tuition (Year 3)	\$ 4,280.00
Total	\$ 30,578.00

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 621.00
Tuition	\$ 15,904.00
Total	\$ 16,600.00

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,045.00
Tuition (Year 1)	\$ 12,360.00
Tuition (Year 2)	\$ 12,360.00
Tuition (Year 3)	\$ 6,180.00
Total	\$ 33,020.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 647.00
Tuition	\$ 15,744.00
Total	\$ 16,466.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 70.00
Books & Supplies	\$ 2,488.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,568.00

(Continued on page 12)



Program Cost

(Continued from page 11)

Welding Technician

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 1,171.00
Tuition (Year 1)	\$ 13,784.00
Tuition (Year 2)	\$ 1,723.00
Total	\$ 16,753.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Accounting (AAS)	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$ 28,297.00	112	1500	75
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,680.00	48	890	40
Barbering	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Criminology/Emergency Response (AAS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,471.00	97	1300	65
Cosmetology	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,672.00	52	880	40
Culinary Arts Professional (AOS)	\$6,530.00	\$6,530.00	\$6,530.00	\$6,530.00	\$4,353.00	\$ 31,060.00	92	1480	70
Culinary Arts Specialist	\$9,780.00	\$9,780.00				\$ 20,062.00	39	680	30
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,892.00	48.5	800	40
Human Resource Administrator (AAS)	\$6,738.00	\$6,738.00	\$6,738.00	\$6,738.00		\$ 27,274.00	91	1200	60
Industrial Maint. & Automated Technology	\$6,420.00	\$6,420.00	\$6,420.00	\$6,420.00	\$4,280.00	\$ 30,578.00	92.5	1400	70
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,600.00	47.5	860	40
Physical Therapist Assistant	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$ 33,020.00	65.5	1,573	75
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,466.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,568.00	62.2	1575	51
Welding Technician	\$6,892.00	\$6,892.00	\$1,723.00			\$ 16,753.00	51	900	45

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Accounting (AAS)	\$5,595.00	\$559.50	\$1,119.00	\$1,678.50	\$2,238.00	\$2,797.50	\$3,357.00
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Barbering	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Criminology/Emergency Response (AAS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Cosmetology	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Culinary Arts Professional (AOS)	\$6,530.00	\$653.00	\$1,306.00	\$1,959.00	\$2,612.00	\$3,265.00	\$3,918.00
Culinary Arts Specialist	\$9,780.00	\$978.00	\$1,956.00	\$2,934.00	\$3,912.00	\$4,890.00	\$5,868.00
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Human Resource Administrator (AAS)	\$6,738.00	\$673.80	\$1,347.60	\$2,021.40	\$2,695.20	\$3,369.00	\$4,042.80
Industrial Maint & Automated Technology	\$6,420.00	\$642.00	\$1,284.00	\$1,926.00	\$2,568.00	\$3,210.00	\$3,852.00
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Physical Therapist Assistant	\$6,180.00	\$618.00	\$1,236.00	\$1,854.00	\$2,472.00	\$3,090.00	\$3,708.00
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Welding Technician	\$6,892.00	\$689.20	\$1,378.40	\$2,067.60	\$2,756.80	\$3,446.00	\$4,135.20

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

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Vocational Nursing Addendum

(Continued from page 15)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

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Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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Vocational Nursing Addendum

(Continued from page 17)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Effective October 25, 2017, The Physical Therapist Assistant Program at the Institute of Technology-Clovis Campus has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: Math Exam
Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma

or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to

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Physical Therapist Assistant Addendum

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admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any a tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
 - Case Studies
 - Independent/guided study in "Open Lab"
 - Written examination
 - Attendance at seminars or workshops

- Auto tutorial laboratory
- Research Reports
- Clinical – Acceptable methods of make-up include:
 - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

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Physical Therapist Assistant Addendum

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The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees (\$300).
 - a. Submit P1E form (certificate of completion from an accredited institution)
 - b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant (\$370 FSBPT + \$55.60 Prometric)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam (\$30 FSBPT + \$20 Prometric)

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT



Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Saechao "Jenny" Meuy	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Melinda Wood	Director of Student Services
Xochitl Leon	Registrar
TBD	Administrative Assistant / Receptionist
Lorraine Sullivan	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Michele Owens-Ray	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Tim Kearn	Director of Career Services
Diane Jensen	Career Services Advisor
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Tony Leon	Facilities Coordinator
Veronica Tapia	Facilities Custodian
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

Business / General Education

Bob Locklin	Business Instructor <i>AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching</i>
Mark Hoffman	Business Instructor
Roxanne Hinds	Business Instructor
Chelsi Johnston	General Education Instructor <i>Masters in Business Education, Minor in Communication, Bachelor's Degree in Political Science</i> 5+ years experience as an Instructor at IOT
<i>Culinary</i>	
Kevin Arnett	Culinary Division Program Director 8+ years experience, <i>Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France</i>
James Pacini	Assistant Culinary Division Program Director 34+ years industry experience / CAP-AOS Alumni / Business Owner—Current Owner / Chef Pacini's Catering and The Old Hotel Bistro
Molly Hudson, FMP	Culinary Mentor Instructor <i>Certified Foodservice Management Professional / 33+ Years industry experience</i>
C. Scott Smith	Culinary Instructor <i>Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience</i>
Erin Easley	Culinary Instructor <i>Pastry Chef / 3+ Years industry experience</i>
Christian Romeo	Culinary Instructor 15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries
Angelica Valdez	Culinary Instructor <i>Graduate of California Chef Academy in San Francisco</i> 15+ years industry experience
Anna Marquardt	Culinary Instructor 7+ years industry experience / 5+ years culinary instructor
Erik Giese	Culinary Instructor
Leslie Batesole	Culinary Instructor 8 years culinary experience / 10 years management experience / 3 years pastry chef experience / Culinary Arts Professional Alumni / Baking and Pastry Chef Alumni / ServSafe Proctor Certification
Charlene Holguin	Adjunct Culinary Instructor MBA / 20 years experience in the restaurant industry / 10 years experience in training and development / HRA Diploma from IOT / BA in Business Management
Jeanette Remine	Adjunct Culinary Instructor <i>Graduate of Institute of Technology Baking and Pastry Specialist Program, 29 + years of industry experience</i>

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Staff and Faculty

(Continued from page 23)

Kara Durham Adjunct Culinary Instructor
BAS Nutrition Science, AOS Baking & Pastry, AOS Weather Technology, Certificate Holistic Nutrition, Certificate Personal Training, 7+ years industry experience

Criminology

Brenda Bradford Criminology Division Lead Instructor
9 years experience in industry / 6 years as a correctional officer with Fresno County Sheriff / 10 years as a teacher/instructor / MA in Marriage, Family & Child Counseling / BS in Criminal Justice

Brett Scroggins Adjunct CERM Instructor
25+ years Fresno Sheriff's Department / 25 years as a Correctional Officer with Fresno County Sheriff's Department / Training Officer / Defensive Tactics Instructor

Troy Burks Adjunct CERM Instructor
23 Years of industry experience / 23 years as a Correctional Officer with Fresno County Sheriff's Department / SERT Team / Training Officer / Defensive Tactics Instructor / AS in Administration of Justice

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police Officer

Jeana Parenti Adjunct CERM Instructor
Bachelor's Degree Psychology/POST Academy
12 years Police Officer

Jess Herring Adjunct CERM Instructor
30 years industry experience

Scott Sobel Adjunct CERM Instructor
Bachelor's Degree Criminology, 21 years Police Officer

Juan Espinoza Adjunct CERM Instructor
Bachelor's Degree Criminology, 31 years Military/Police Officer

Phillip Macy Adjunct CERM Instructor
Bachelor's Degree Criminology, 29 years Police Officer

Mark Eaton Adjunct CERM Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Medical

Deborah Cacy Medical Division Lead Instructor and Externship Coordinator
Certified Medical Assistant / 24+ years industry experience

Shannon Dority PMA Instructor
5+ years of industry experience, 2+ years experience PMA Instructor IOT

Carol Smith MBOA Instructor
Bachelor's Degree in Business Administration Management, Master's Degree in Business Administration Management with an emphasis in Human Resources, 4+ years Medical Industry experience, 3+ years Billing and Coding experience, 8+ years instructor experience

Angelina Cruz MBOA Instructor
Certificate Medical Administration Specialist, 16+ years industry experience

Carolyn Tirado Adjunct PMA/MBOA Instructor

Jessica Sanchez De Cisneros Adjunct PMA Instructor
AA Degree in Human Resource Administration, Certificate Professional Medical Assistant, 3+ years medical industry experience

Karen Williams Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Nursing

Paula Richards, RN, BSN, MHA Director of Nursing
45+ years industry experience

TBD Assistant Director of Nursing

Clarissa Trinidad, RN, BSN, MSN Nursing Instructor
12.5 years industry experience

Julia Viger, RN, BSN, MSN Nursing Instructor
30+ years nursing experience, 15 + years in education

Lea McClellan, RN, BSN Nursing Instructor
RN, BSN, Public Health Certificate, double major Science and Psychology, 2+ years nursing experience

Linda Hicks, RN, BSN Nursing Instructor
25+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor
36+ years nursing experience

Susan Saldana, LVN, AA Nursing Instructor
AA Liberal Arts/Social Science, AA Vocational Nursing, 3.5 years experience as an LVN and 18.5 years experience in the healthcare field

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA
Clinical Doctorate in Physical Therapy (DPT) with Academic Doctorate in Health Sciences in progress (PhD expected 2019)

Heather Porter, MPT Director of Clinical Education
Master's of Physical Therapy, 18+ years of industry experience

Allen Aiken, PTA PTA Instructor
Associates in Physical Therapist Assistant, 21 years industry experience

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Staff and Faculty

(Continued from page 24)

Instructor

Gabriella Rivera, PT, DPT PTA Adjunct Instructor
4+ years experience as a Physical Therapist

Omar Estrada, PTA PTA Adjunct Instructor
Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor
Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Nader Inan Adjunct PTA Gen.Ed. Instructor
Academic Doctorate in Physics (PhD), 12 years (since Master's in Physics)

Arthur Evans, PhD Adjunct PTA Gen.Ed. Instructor
Academic Doctorate in Physics (PhD), 10 years (since Master's in Physics)

Technical

Alejandro Lopez Technical Division Lead Instructor
27+ years of Industrial Maintenance and Automation experience

Steven Kelm HVAC Instructor
28+ years industry experience / EPA & HVAC Excellence Certified

David Welford Welding Tech. Instructor
5 year welding apprenticeship in Petro/Chemical industry
A.S.M.E certified welder. 52 years Welding/Fabrication/Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma
Slough College of Tehchnology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Eric Rohowits Part-Time HVAC Instructor

David Castillo Adjunct HVAC Instructor
11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor
EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor

Louis Rosales Adjunct HVAC Instructor
2 years Refrigeration program Fresno City College, 34+ years experience in the HVAC/Refrigeration industry

Ronald Rudolph Adjunct IMAT Instructor

Cosmetology

Ramanda Ramirez Cosmetology and Barbering
Program Director
Licensed Cosmetologist, Licensed Barber

Phoua Kue Cosmetology and Barbering

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2018 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
564 W. Herndon Ave., Clovis, CA. 96312

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGYat
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Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

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West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Clovis Main Campus

Revised: March 11, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist

Culinary Arts Diploma

Heating, Ventilation & Air Conditioning, Medical Billing & Office Administration, Professional Medical Assistant

January 14, 2019	October 17, 2019
February 18, 2019	November 21, 2019
March 25, 2019	January 9, 2020
April 29, 2019	February 13, 2020
June 3, 2019	March 19, 2020
July 8, 2019	April 23, 2020
August 12, 2019	May 29, 2020
September 16, 2019	July 2, 2020
October 21, 2019	August 6, 2020
November 25, 2019	September 11, 2020

Cosmetology and Barbering

January 14, 2019	October 25, 2019
February 18, 2019	November 29, 2019
March 25, 2019	January 17, 2020
April 29, 2019	February 21, 2020
June 3, 2019	March 27, 2020
July 8, 2019	May 1, 2020
August 12, 2019	June 6, 2020
September 16, 2019	July 10, 2020
October 21, 2019	August 14, 2020
November 25, 2019	September 18, 2020

Industrial Maintenance & Automated Technology

January 14, 2019	May 29, 2020
February 18, 2019	July 2, 2020
March 25, 2019	August 6, 2020
April 29, 2019	September 11, 2020
June 3, 2019	October 15, 2020
July 8, 2019	November 19, 2020
August 12, 2019	January 7, 2021
September 16, 2019	February 11, 2021
October 21, 2019	March 18, 2021
November 25, 2019	April 22, 2021

Criminology/Emergency Response (AAS Degree)

January 14, 2019	April 23, 2020
February 18, 2019	May 29, 2020
March 25, 2019	July 2, 2020
April 29, 2019	August 6, 2020
June 3, 2019	September 11, 2020
July 8, 2019	October 15, 2020
August 12, 2019	November 19, 2020
September 16, 2019	January 7, 2021
October 21, 2019	February 11, 2021
November 25, 2019	March 18, 2021

Welding Technician

January 14, 2019	November 21, 2020
February 18, 2019	January 9, 2021
March 25, 2019	February 13, 2021
April 29, 2019	March 19, 2021
June 3, 2019	April 23, 2021
July 8, 2019	May 29, 2021
August 12, 2019	July 2, 2021
September 16, 2019	August 6, 2021
October 21, 2019	September 11, 2021
November 25, 2019	October 15, 2021

Physical Therapist Assistant

May 20, 2019*	November 26, 2020
---------------	-------------------

* Pending Approval

Vocational Nursing (Full Time)

March 18, 2019*	April 17, 2020
July 15, 2019*	August 14, 2020
November 11, 2019*	December 18, 2020

* Pending Approval

Avocational Course

Carry Concealed Weapon (CCW)*

April 6, 2019**
May 4, 2019**
June 1, 2019**
July 6, 2019**
August 3, 2019**
September 7, 2019**
October 5, 2019**
November 2, 2019**
December 7, 2019**

* The CCW course is NOT vocational in nature and does not lead to initial employment.

** Dates are subject to change.

**Refer to Main Catalog for
Program Descriptions**



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

(CA-AAS, CERM, HRA-AAS,
HVAC, IMAT, MBOA, PMA)

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m. to 12:00 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

12:00 p.m. to 4:30 p.m.
6:00 p.m. to 10:30 p.m.

Legend

Scheduled Class Day:

#

No Class:

#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
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24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:

#

No Class:

#



2019 Class Schedule—Cosmetology & Barbering Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Cosmetology & Barbering classes are held on Monday through Thursday from:
8:00 a.m. to 5:00 p.m.

and

Cosmetology & Barbering classes are held on Friday from:
8:45 a.m. to 4:15 p.m.

*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:

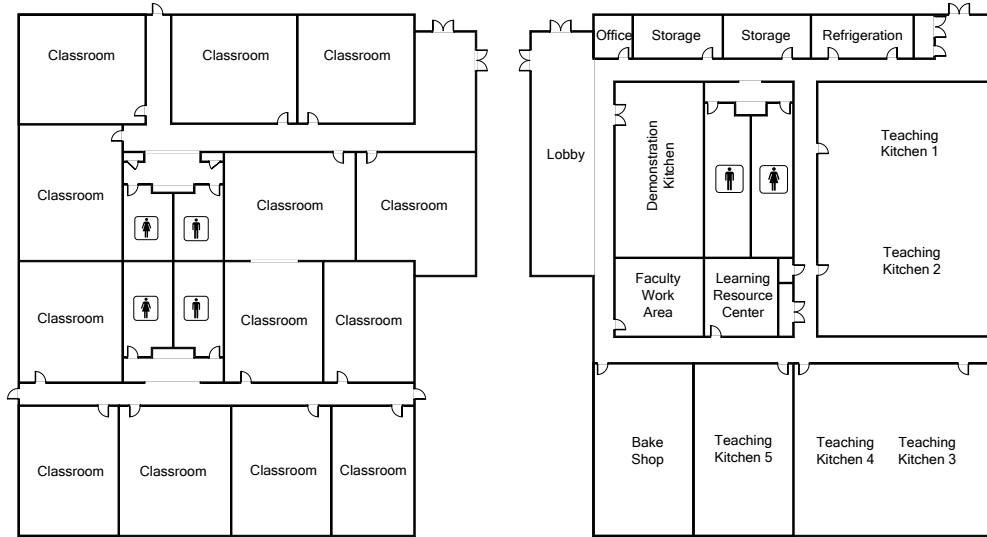
#

No Class:

#



Facilities



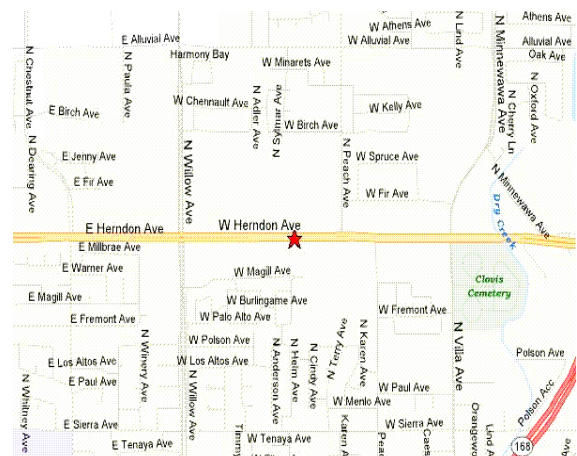
564 W. Herndon, Clovis, CA 93612



Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:00 a.m. to 10:30 p.m., Monday through Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost \$769.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Accounting (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 247.00
Tuition (Year 1)	\$ 11,190.00
Tuition (Year 2)	\$ 11,190.00
Tuition (Year 3)	\$ 5,595.00
Total	\$ 28,297.00

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 733.00
Tuition	\$ 17,872.00
Total	\$ 18,680.00

Carry Concealed Weapon (CCW)*

Tuition	\$ 125.00
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(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 359.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,471.00

Cosmetology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 685.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,672.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 929.00
Tuition	\$ 17,888.00
Total	\$ 18,892.00

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 543.00
Tuition (Year 1)	\$ 12,840.00
Tuition (Year 2)	\$ 12,840.00
Tuition (Year 3)	\$ 4,280.00
Total	\$ 30,578.00

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 621.00
Tuition	\$ 15,904.00
Total	\$ 16,600.00

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,045.00
Tuition (Year 1)	\$ 12,360.00
Tuition (Year 2)	\$ 12,360.00
Tuition (Year 3)	\$ 6,180.00
Total	\$ 33,020.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 647.00
Tuition	\$ 15,744.00
Total	\$ 16,466.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 70.00
Books & Supplies	\$ 2,488.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,568.00

(Continued on page 12)



Program Cost

(Continued from page 11)

Welding Technician

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 1,171.00
Tuition (Year 1)	\$ 13,784.00
Tuition (Year 2)	\$ 1,723.00
Total	\$ 16,753.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Accounting (AAS)	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$ 28,297.00	112	1500	75
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,680.00	48	890	40
Barbering	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Carry Concealed Weapon (CCW)	\$125.00					\$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,471.00	97	1300	65
Cosmetology	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,672.00	52	880	40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,892.00	48.5	800	40
Industrial Maint. & Automated Technology	\$6,420.00	\$6,420.00	\$6,420.00	\$6,420.00	\$4,280.00	\$ 30,578.00	92.5	1400	70
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,600.00	47.5	860	40
Physical Therapist Assistant	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$ 33,020.00	65.5	1,573	75
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,466.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,568.00	62.2	1575	51
Welding Technician	\$6,892.00	\$6,892.00	\$1,723.00			\$ 16,753.00	51	900	45

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Accounting (AAS)	\$5,595.00	\$559.50	\$1,119.00	\$1,678.50	\$2,238.00	\$2,797.50	\$3,357.00
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Barbering	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Carry Concealed Weapon (CCW)	\$125.00	\$12.50	\$25.00	\$37.50	\$65.00	\$62.50	\$75.00
Criminology/Emergency Response (AAS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Cosmetology	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Industrial Maint & Automated Technology	\$6,420.00	\$642.00	\$1,284.00	\$1,926.00	\$2,568.00	\$3,210.00	\$3,852.00
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Physical Therapist Assistant	\$6,180.00	\$618.00	\$1,236.00	\$1,854.00	\$2,472.00	\$3,090.00	\$3,708.00
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Welding Technician	\$6,892.00	\$689.20	\$1,378.40	\$2,067.60	\$2,756.80	\$3,446.00	\$4,135.20

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

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Vocational Nursing Addendum

(Continued from page 15)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.
(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

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Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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Vocational Nursing Addendum

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- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Effective October 25, 2017, The Physical Therapist Assistant Program at the Institute of Technology-Clovis Campus has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: Math Exam
Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma

or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to

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Physical Therapist Assistant Addendum

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admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any a tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
 - Case Studies
 - Independent/guided study in "Open Lab"
 - Written examination
 - Attendance at seminars or workshops

- Auto tutorial laboratory
- Research Reports
- Clinical – Acceptable methods of make-up include:
 - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

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Physical Therapist Assistant Addendum

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The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees (\$300).
 - a. Submit P1E form (certificate of completion from an accredited institution)
 - b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant (\$370 FSBPT + \$55.60 Prometric)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam (\$30 FSBPT + \$20 Prometric)

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT



Catalog Change: Avocational Program: Carry Concealed Weapon

Carry Concealed Weapon (CCW)

Permit Course*

Course Objective

The Institute of Technology offers both initial and renewal Carry Concealed Weapon classes. The course objective is to provide all the necessary laws and rights/responsibilities of carrying a concealed weapon. You will be required to demonstrate proficiency in shooting all of the firearms you want to have included on your Carry Concealed Weapon Permit, up to a maximum of four firearms.

Hours of Instruction

Initial Permit course is 8 hours long.

Renewal permit course is also 8 hours long.

The Course

This is an introductory class that will teach you how to properly operate and use your defensive pistol in compliance with California CCW laws. Learn safe weapon handling, target acquisition and laws that govern concealed weapons possession in California. You will fire 100 rounds in this training to qualify for the CCW permit. This course is not vocational in nature, does not lead to initial employment, and does not provide credit toward any vocational program offered by Institute of Technology. Individuals who successfully complete the course will receive a CERTIFICATE OF COMPLETION.

***This course is NOT vocational in nature and does NOT lead to initial employment.**



(*CCW is a cash pay program. Financial aid is not available.)



Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Saechao "Jenny" Meuy	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Melinda Wood	Director of Student Services
Xochitl Leon	Registrar
TBD	Administrative Assistant / Receptionist
Lorraine Sullivan	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Michele Owens-Ray	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Tim Kearn	Director of Career Services
Diane Jensen	Career Services Advisor
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Tony Leon	Facilities Coordinator
Veronica Tapia	Facilities Custodian
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

Business / General Education

Bob Locklin	Business Instructor <i>AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching</i>
Mark Hoffman	Business Instructor
Roxanne Hinds	Business Instructor
Chelsi Johnston	General Education Instructor <i>Masters in Business Education, Minor in Communication, Bachelor's Degree in Political Science</i> 5+ years experience as an Instructor at IOT
<i>Culinary</i>	
Kevin Arnett	Culinary Division Program Director 8+ years experience, <i>Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France</i>
James Pacini	Assistant Culinary Division Program Director 34+ years industry experience / CAP-AOS Alumni / Business Owner—Current Owner / Chef Pacini's Catering and The Old Hotel Bistro
Molly Hudson, FMP	Culinary Mentor Instructor <i>Certified Foodservice Management Professional / 33+ Years industry experience</i>
C. Scott Smith	Culinary Instructor <i>Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience</i>
Erin Easley	Culinary Instructor <i>Pastry Chef / 3+ Years industry experience</i>
Christian Romeo	Culinary Instructor 15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries
Angelica Valdez	Culinary Instructor <i>Graduate of California Chef Academy in San Francisco</i> 15+ years industry experience
Anna Marquardt	Culinary Instructor 7+ years industry experience / 5+ years culinary instructor
Erik Giese	Culinary Instructor
Leslie Batesole	Culinary Instructor 8 years culinary experience / 10 years management experience / 3 years pastry chef experience / Culinary Arts Professional Alumni / Baking and Pastry Chef Alumni / ServSafe Proctor Certification
Charlene Holguin	Adjunct Culinary Instructor MBA / 20 years experience in the restaurant industry / 10 years experience in training and development / HRA Diploma from IOT / BA in Business Management
Jeanette Remine	Adjunct Culinary Instructor <i>Graduate of Institute of Technology Baking and Pastry Specialist Program, 29 + years of industry experience</i>

(Continued on page 24)



Staff and Faculty

(Continued from page 23)

Kara Durham Adjunct Culinary Instructor
BAS Nutrition Science, AOS Baking & Pastry, AOS Weather Technology, Certificate Holistic Nutrition, Certificate Personal Training, 7+ years industry experience

Criminology

Brenda Bradford Criminology Division Lead Instructor
9 years experience in industry / 6 years as a correctional officer with Fresno County Sheriff / 10 years as a teacher/instructor / MA in Marriage, Family & Child Counseling / BS in Criminal Justice

Brett Scroggins Adjunct CERM Instructor
25+ years Fresno Sheriff's Department / 25 years as a Correctional Officer with Fresno County Sheriff's Department / Training Officer / Defensive Tactics Instructor

Troy Burks Adjunct CERM Instructor
23 Years of industry experience / 23 years as a Correctional Officer with Fresno County Sheriff's Department / SERT Team / Training Officer / Defensive Tactics Instructor / AS in Administration of Justice

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police Officer

Jeana Parenti Adjunct CERM Instructor
Bachelor's Degree Psychology/POST Academy
12 years Police Officer

Jess Herring Adjunct CERM Instructor
30 years industry experience

Scott Sobel Adjunct CERM Instructor
Bachelor's Degree Criminology, 21 years Police Officer

Juan Espinoza Adjunct CERM Instructor
Bachelor's Degree Criminology, 31 years Military/Police Officer

Phillip Macy Adjunct CERM Instructor
Bachelor's Degree Criminology, 29 years Police Officer

Mark Eaton Adjunct CERM Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Medical

Deborah Cacy Medical Division Lead Instructor and Externship Coordinator
Certified Medical Assistant / 24+ years industry experience

Shannon Dority PMA Instructor
5+ years of industry experience, 2+ years experience PMA Instructor IOT

Carol Smith MBOA Instructor
Bachelor's Degree in Business Administration Management, Master's Degree in Business Administration Management with an emphasis in Human Resources, 4+ years Medical Industry experience, 3+ years Billing and Coding experience, 8+ years instructor experience

Angelina Cruz MBOA Instructor
Certificate Medical Administration Specialist, 16+ years industry experience

Carolyn Tirado Adjunct PMA/MBOA Instructor

Jessica Sanchez De Cisneros Adjunct PMA Instructor
AA Degree in Human Resource Administration, Certificate Professional Medical Assistant, 3+ years medical industry experience

Karen Williams Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Nursing

Paula Richards, RN, BSN, MHA Director of Nursing
45+ years industry experience

TBD Assistant Director of Nursing

Clarissa Trinidad, RN, BSN, MSN Nursing Instructor
12.5 years industry experience

Julia Viger, RN, BSN, MSN Nursing Instructor
30+ years nursing experience, 15 + years in education

Lea McClellan, RN, BSN Nursing Instructor
RN, BSN, Public Health Certificate, double major Science and Psychology, 2+ years nursing experience

Linda Hicks, RN, BSN Nursing Instructor
25+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor
36+ years nursing experience

Susan Saldana, LVN, AA Nursing Instructor
AA Liberal Arts/Social Science, AA Vocational Nursing, 3.5 years experience as an LVN and 18.5 years experience in the healthcare field

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA
Clinical Doctorate in Physical Therapy (DPT) with Academic Doctorate in Health Sciences in progress (PhD expected 2019)

Heather Porter, MPT Director of Clinical Education
Master's of Physical Therapy, 18+ years of industry experience

Allen Aiken, PTA PTA Instructor
Associates in Physical Therapist Assistant, 21 years industry experience

(Continued on page 25)



Staff and Faculty

(Continued from page 24)

Instructor

Gabriella Rivera, PT, DPT PTA Adjunct Instructor
4+ years experience as a Physical Therapist

Omar Estrada, PTA PTA Adjunct Instructor
Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor
Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Nader Inan Adjunct PTA Gen.Ed. Instructor
Academic Doctorate in Physics (PhD), 12 years (since Master's in Physics)

Arthur Evans, PhD Adjunct PTA Gen.Ed. Instructor
Academic Doctorate in Physics (PhD), 10 years (since Master's in Physics)

Technical

Alejandro Lopez Technical Division Lead Instructor
27+ years of Industrial Maintenance and Automation experience

Steven Kelm HVAC Instructor
28+ years industry experience / EPA & HVAC Excellence Certified

David Welford Welding Tech. Instructor
5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Tehchnology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Eric Rohowits Part-Time HVAC Instructor

David Castillo Adjunct HVAC Instructor
11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor
EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor

Louis Rosales Adjunct HVAC Instructor
2 years Refrigeration program Fresno City College, 34+ years experience in the HVAC/Refrigeration industry

Ronald Rudolph Adjunct IMAT Instructor

Cosmetology

Ramanda Ramirez Cosmetology and Barbering
Program Director
Licensed Cosmetologist, Licensed Barber

Phoua Kue Cosmetology and Barbering

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2018 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
564 W. Herndon Ave., Clovis, CA. 96312

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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INSTITUTE OF TECHNOLOGYat
564 W. Herndon Ave., Clovis, CA. 96312

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

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Please Print Name

Signature

Date

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If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Clovis Main Campus

Revised: April 24, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist

Culinary Arts Diploma

Heating, Ventilation & Air Conditioning, Medical Billing & Office Administration, Professional Medical Assistant

January 14, 2019	October 17, 2019
February 18, 2019	November 21, 2019
March 25, 2019	January 9, 2020
April 29, 2019	February 13, 2020
June 3, 2019	March 19, 2020
July 8, 2019	April 23, 2020
August 12, 2019	May 29, 2020
September 16, 2019	July 2, 2020
October 21, 2019	August 6, 2020
November 25, 2019	September 11, 2020

Cosmetology and Barbering

January 14, 2019	October 25, 2019
February 18, 2019	November 29, 2019
March 25, 2019	January 17, 2020
April 29, 2019	February 21, 2020
June 3, 2019	March 27, 2020
July 8, 2019	May 1, 2020
August 12, 2019	June 6, 2020
September 16, 2019	July 10, 2020
October 21, 2019	August 14, 2020
November 25, 2019	September 18, 2020

Industrial Maintenance & Automated Technology

January 14, 2019	May 29, 2020
February 18, 2019	July 2, 2020
March 25, 2019	August 6, 2020
April 29, 2019	September 11, 2020
June 3, 2019	October 15, 2020
July 8, 2019	November 19, 2020
August 12, 2019	January 7, 2021
September 16, 2019	February 11, 2021
October 21, 2019	March 18, 2021
November 25, 2019	April 22, 2021

Criminology/Emergency Response (AAS Degree)

January 14, 2019	April 23, 2020
February 18, 2019	May 29, 2020
March 25, 2019	July 2, 2020
April 29, 2019	August 6, 2020
June 3, 2019	September 11, 2020
July 8, 2019	October 15, 2020
August 12, 2019	November 19, 2020
September 16, 2019	January 7, 2021
October 21, 2019	February 11, 2021
November 25, 2019	March 18, 2021

Welding Technician

January 14, 2019	November 21, 2019
February 18, 2019	January 9, 2020
March 25, 2019	February 13, 2020
April 29, 2019	March 19, 2020
June 3, 2019	April 23, 2020
July 8, 2019	May 29, 2020
August 12, 2019	July 2, 2020
September 16, 2019	August 6, 2020
October 21, 2019	September 11, 2020
November 25, 2019	October 15, 2020

Physical Therapist Assistant

May 20, 2019*	November 26, 2020
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* Pending Approval

Vocational Nursing (Full Time)

March 18, 2019*	April 17, 2020
July 15, 2019*	August 14, 2020
November 11, 2019*	December 18, 2020

* Pending Approval

Avocational Course

Carry Concealed Weapon (CCW)*

April 6, 2019**
May 4, 2019**
June 1, 2019**
July 6, 2019**
August 3, 2019**
September 7, 2019**
October 5, 2019**
November 2, 2019**
December 7, 2019**

* The CCW course is NOT vocational in nature and does not lead to initial employment.

** Dates are subject to change.

**Refer to Main Catalog for
Program Descriptions**



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

(CA-AAS, CERM, HRA-AAS,
HVAC, IMAT, MBOA, PMA)

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m. to 12:00 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

12:00 p.m. to 4:30 p.m.
6:00 p.m. to 10:30 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:

#

No Class:

#



2019 Class Schedule—Cosmetology & Barbering Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Cosmetology & Barbering classes are held on Monday through Thursday from:
8:00 a.m. to 5:00 p.m.

and

Cosmetology & Barbering classes are held on Friday from:
8:45 a.m. to 4:15 p.m.

*The above schedule is typical, but is subject to change.

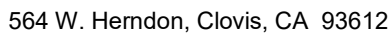
Legend

Scheduled Class Day:

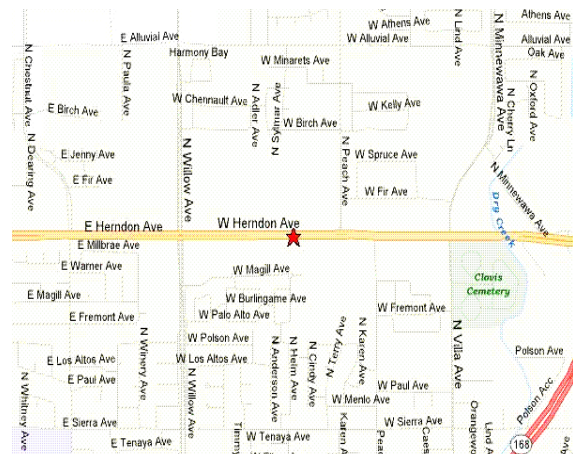
#

No Class:

#



The Clovis Campus is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:00 a.m. to 10:30 p.m., Monday through Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost \$769.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Accounting (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 247.00
Tuition (Year 1)	\$ 11,190.00
Tuition (Year 2)	\$ 11,190.00
Tuition (Year 3)	\$ 5,595.00
Total	\$ 28,297.00

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 733.00
Tuition	\$ 17,872.00
Total	\$ 18,680.00

Carry Concealed Weapon (CCW)*

Tuition	\$ 125.00
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(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 359.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,471.00

Cosmetology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 685.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,672.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 929.00
Tuition	\$ 17,888.00
Total	\$ 18,892.00

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 543.00
Tuition (Year 1)	\$ 12,840.00
Tuition (Year 2)	\$ 12,840.00
Tuition (Year 3)	\$ 4,280.00
Total	\$ 30,578.00

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 621.00
Tuition	\$ 15,904.00
Total	\$ 16,600.00

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,045.00
Tuition (Year 1)	\$ 12,360.00
Tuition (Year 2)	\$ 12,360.00
Tuition (Year 3)	\$ 6,180.00
Total	\$ 33,020.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 647.00
Tuition	\$ 15,744.00
Total	\$ 16,466.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 70.00
Books & Supplies	\$ 2,488.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,568.00

(Continued on page 12)



Program Cost

(Continued from page 11)

Welding Technician

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 1,171.00
Tuition (Year 1)	\$ 13,784.00
Tuition (Year 2)	\$ 1,723.00
Total	\$ 16,753.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Accounting (AAS)	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$ 28,297.00	112	1500	75
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,680.00	48	890	40
Barbering	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Carry Concealed Weapon (CCW)	\$125.00					\$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,471.00	97	1300	65
Cosmetology	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,672.00	52	880	40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,892.00	48.5	800	40
Industrial Maint. & Automated Technology	\$6,420.00	\$6,420.00	\$6,420.00	\$6,420.00	\$4,280.00	\$ 30,578.00	92.5	1400	70
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,600.00	47.5	860	40
Physical Therapist Assistant	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$ 33,020.00	65.5	1,573	75
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,466.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,568.00	62.2	1575	51
Welding Technician	\$6,892.00	\$6,892.00	\$1,723.00			\$ 16,753.00	51	900	45

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Accounting (AAS)	\$5,595.00	\$559.50	\$1,119.00	\$1,678.50	\$2,238.00	\$2,797.50	\$3,357.00
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Barbering	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Carry Concealed Weapon (CCW)	\$125.00	\$12.50	\$25.00	\$37.50	\$65.00	\$62.50	\$75.00
Criminology/Emergency Response (AAS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Cosmetology	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Industrial Maint & Automated Technology	\$6,420.00	\$642.00	\$1,284.00	\$1,926.00	\$2,568.00	\$3,210.00	\$3,852.00
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Physical Therapist Assistant	\$6,180.00	\$618.00	\$1,236.00	\$1,854.00	\$2,472.00	\$3,090.00	\$3,708.00
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Welding Technician	\$6,892.00	\$689.20	\$1,378.40	\$2,067.60	\$2,756.80	\$3,446.00	\$4,135.20

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

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Vocational Nursing Addendum

(Continued from page 15)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

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Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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Vocational Nursing Addendum

(Continued from page 17)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Effective October 25, 2017, The Physical Therapist Assistant Program at the Institute of Technology-Clovis Campus has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: Math Exam
Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma

or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to

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Physical Therapist Assistant Addendum

(Continued from page 19)

admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any a tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
 - Case Studies
 - Independent/guided study in "Open Lab"
 - Written examination
 - Attendance at seminars or workshops

- Auto tutorial laboratory
- Research Reports
- Clinical – Acceptable methods of make-up include:
 - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

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Physical Therapist Assistant Addendum

(Continued from page 20)

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees (\$300).
 - a. Submit P1E form (certificate of completion from an accredited institution)
 - b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant (\$370 FSBPT + \$55.60 Prometric)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam (\$30 FSBPT + \$20 Prometric)

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT



Catalog Change: Avocational Program: Carry Concealed Weapon

Carry Concealed Weapon (CCW)

Permit Course*

Course Objective

The Institute of Technology offers both initial and renewal Carry Concealed Weapon classes. The course objective is to provide all the necessary laws and rights/responsibilities of carrying a concealed weapon. You will be required to demonstrate proficiency in shooting all of the firearms you want to have included on your Carry Concealed Weapon Permit, up to a maximum of four firearms.

Hours of Instruction

Initial Permit course is 8 hours long.

Renewal permit course is also 8 hours long.

The Course

This is an introductory class that will teach you how to properly operate and use your defensive pistol in compliance with California CCW laws. Learn safe weapon handling, target acquisition and laws that govern concealed weapons possession in California. You will fire 100 rounds in this training to qualify for the CCW permit. This course is not vocational in nature, does not lead to initial employment, and does not provide credit toward any vocational program offered by Institute of Technology. Individuals who successfully complete the course will receive a CERTIFICATE OF COMPLETION.

***This course is NOT vocational in nature and does NOT lead to initial employment.**



(*CCW is a cash pay program. Financial aid is not available.)



Catalog Change: Criminology & Emergency Response Management - AAS

COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will receive an **ASSOCIATE OF APPLIED SCIENCE DEGREE**.

CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ150, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer*, Peace Officer*, Reserve Peace Officer*, Deputy Sheriff*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer,



Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

*An academy will be required after graduation from IOT.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. *See your admissions representative for available class times.*

REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

CJ100 Laws & Regulations

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

CJ110 Criminal Procedures

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices. Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

CJ120 Citizen Interaction and Suspect Control

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices. The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

CJ130 Report Writing

(100 Hours / 6.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

CJ140 Corrections

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

CJ150 Correctional Institutions

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

EM120 Emergency Management and Security Services

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

CJ170 Crime Scene Technician

(50 Hours / 3.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

EM133 – First Responder

(100 Hours / 6.5 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI). **Responder Certification outcomes for this course are dependent upon your campus location.** The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module



focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

ENG100 English

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Saechao "Jenny" Meuy	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Serena Doreity	Administrative Assistant
Lorraine Sullivan	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Michele Owens-Ray	Financial Aid Officer
Karina Ayala Silva	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Tim Kearn	Director of Career Services
Diane Jensen	Career Services Advisor
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Tony Leon	Facilities Coordinator
Veronica Tapia	Facilities Custodian
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

Business / General Education

Bob Locklin	Business Instructor <i>AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching</i>
Mark Hoffman	Business Instructor
Roxanne Hinds	Business Instructor
Chelsi Johnston	General Education Instructor <i>Masters in Business Education, Minor in Communication, Bachelor's Degree in Political Science 5+ years experience as an Instructor at IOT</i>
Richard Adams	General Education Instructor

Culinary

Kevin Arnett	Culinary Division Program Director <i>8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France</i>
James Pacini	Assistant Culinary Division Program Director <i>34+ years industry experience / CAP-AOS Alumni / Business Owner—Current Owner / Chef Pacini's Catering and The Old Hotel Bistro</i>
Molly Hudson, FMP	Culinary Mentor Instructor <i>Certified Foodservice Management Professional / 33+ Years industry experience</i>
C. Scott Smith	Culinary Instructor <i>Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience</i>
Erin Easley	Culinary Instructor <i>Pastry Chef / 3+ Years industry experience</i>
Christian Romeo	Culinary Instructor <i>15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries</i>
Angelica Valdez	Culinary Instructor <i>Graduate of California Chef Academy in San Francisco 15+ years industry experience</i>
Anna Marquardt	Culinary Instructor <i>7+ years industry experience / 5+ years culinary instructor</i>
Erik Giese	Culinary Instructor
Leslie Batesole	Culinary Instructor <i>8 years culinary experience / 10 years management experience / 3 years pastry chef experience / Culinary Arts Professional Alumni / Baking and Pastry Chef Alumni / ServSafe Proctor Certification</i>
Jeanette Remine	Adjunct Culinary Instructor <i>Graduate of Institute of Technology Baking and Pastry Specialist Program, 29 + years of industry experience</i>

(Continued on page 28)



Staff and Faculty

(Continued from page 27)

Kara Durham Adjunct Culinary Instructor
BAS Nutrition Science, AOS Baking & Pastry, AOS Weather Technology, Certificate Holistic Nutrition, Certificate Personal Training, 7+ years industry experience

Criminology

Brenda Bradford Criminology Division Lead Instructor
9 years experience in industry / 6 years as a correctional officer with Fresno County Sheriff / 10 years as a teacher/instructor / MA in Marriage, Family & Child Counseling / BS in Criminal Justice

Brett Scroggins Adjunct CERM Instructor
25+ years Fresno Sheriff's Department / 25 years as a Correctional Officer with Fresno County Sheriff's Department / Training Officer / Defensive Tactics Instructor

Troy Burks Adjunct CERM Instructor
23 Years of industry experience / 23 years as a Correctional Officer with Fresno County Sheriff's Department / SERT Team / Training Officer / Defensive Tactics Instructor / AS in Administration of Justice

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police Officer

Jeana Parenti Adjunct CERM Instructor
Bachelor's Degree Psychology/POST Academy
12 years Police Officer

Jess Herring Adjunct CERM Instructor
30 years industry experience

Scott Sobel Adjunct CERM Instructor
Bachelor's Degree Criminology, 21 years Police Officer

Juan Espinoza Adjunct CERM Instructor
Bachelor's Degree Criminology, 31 years Military/Police Officer

Phillip Macy Adjunct CERM Instructor
Bachelor's Degree Criminology, 29 years Police Officer

Mark Eaton Adjunct CERM Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Medical

Deborah Cacy Medical Division Lead Instructor and Externship Coordinator
Certified Medical Assistant / 24+ years industry experience

Shannon Dority PMA Instructor
5+ years of industry experience, 2+ years experience PMA Instructor IOT

Carol Smith MBOA Instructor
Bachelor's Degree in Business Administration Management, Master's Degree in Business Administration Management with an emphasis in Human Resources, 4+ years Medical Industry experience, 3+ years Billing and Coding experience, 8+ years instructor experience

Angelina Cruz MBOA Instructor
Certificate Medical Administration Specialist, 16+ years industry experience

Carolyn Tirado Adjunct PMA/MBOA Instructor

Jessica Sanchez De Cisneros Adjunct PMA Instructor
AA Degree in Human Resource Administration, Certificate Professional Medical Assistant, 3+ years medical industry experience

Karen Williams Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Nursing

Paula Richards, RN, BSN, MHA Director of Nursing
45+ years industry experience

TBD Assistant Director of Nursing

Clarissa Trinidad, RN, BSN, MSN Nursing Instructor
12.5 years industry experience

Julia Viger, RN, BSN, MSN Nursing Instructor
30+ years nursing experience, 15 + years in education

Lea McClellan, RN, BSN Nursing Instructor
RN, BSN, Public Health Certificate, double major Science and Psychology, 2+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor
36+ years nursing experience

Susan Saldana, LVN, AA Nursing Instructor
AA Liberal Arts/Social Science, AA Vocational Nursing, 3.5 years experience as an LVN and 18.5 years experience in the healthcare field

Elizabeth Amstutz, LVN, AS Nursing Instructor

Lisa Kennedy RN, BSN Nursing Instructor
5 Years Nursing experience and 12 years Health Care Leadership experience

Tiffany Schwebach, RN, BSN Nursing Instructor
18+ years nursing experience

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA
Clinical Doctorate in Physical Therapy (DPT) with Academic Doctorate in Health Sciences in progress (PhD expected 2019)

(Continued on page 29)



Staff and Faculty

(Continued from page 28)

Heather Porter, MPT Director of Clinical Education

Master's of Physical Therapy, 18+ years of industry experience

Allen Aiken, PTA PTA Instructor

Associates in Physical Therapist Assistant, 21 years industry experience

Gabriella Rivera, PT, DPT PTA Adjunct Instructor

4+ years experience as a Physical Therapist

Omar Estrada, PTA PTA Adjunct Instructor

Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor

Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Nader Inan Adjunct PTA Gen.Ed. Instructor

Academic Doctorate in Physics (PhD), 12 years (since Master's in Physics)

Arthur Evans, PhD Adjunct PTA Gen.Ed. Instructor

Academic Doctorate in Physics (PhD), 10 years (since Master's in Physics)

Technical

Alejandro Lopez Technical Division Lead Instructor

27+ years of Industrial Maintenance and Automation experience

Steven Kelm HVAC Instructor

28+ years industry experience / EPA & HVAC Excellence Certified

David Welford Welding Tech. Instructor

5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Tehchnology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Eric Rohowits Part-Time HVAC Instructor

David Castillo Adjunct HVAC Instructor

11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor

EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor

AAS Degree and 15+ years industry experience

Daniel Egleston IMAT Instructor

AS Degree– Industrial Technology, 25+ years industry experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Cosmetology

Ramanda Ramirez Cosmetology and Barbering

Program Director

Licensed Cosmetologist, Licensed Barber

Phoua Kue Cosmetology and Barbering

Instructor

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
564 W. Herndon Ave., Clovis, CA. 96312

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
564 W. Herndon Ave., Clovis, CA. 96312

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Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

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Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Clovis Main Campus

Revised: May 21, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist

Culinary Arts Diploma

Heating, Ventilation & Air Conditioning, Medical Billing & Office Administration, Professional Medical Assistant

January 14, 2019	October 17, 2019
February 18, 2019	November 21, 2019
March 25, 2019	January 9, 2020
April 29, 2019	February 13, 2020
June 3, 2019	March 19, 2020
July 8, 2019	April 23, 2020
August 12, 2019	May 29, 2020
September 16, 2019	July 2, 2020
October 21, 2019	August 6, 2020
November 25, 2019	September 11, 2020

Cosmetology and Barbering

January 14, 2019	October 25, 2019
February 18, 2019	November 29, 2019
March 25, 2019	January 17, 2020
April 29, 2019	February 21, 2020
June 3, 2019	March 27, 2020
July 8, 2019	May 1, 2020
August 12, 2019	June 6, 2020
September 16, 2019	July 10, 2020
October 21, 2019	August 14, 2020
November 25, 2019	September 18, 2020

Industrial Maintenance & Automated Technology

January 14, 2019	May 29, 2020
February 18, 2019	July 2, 2020
March 25, 2019	August 6, 2020
April 29, 2019	September 11, 2020
June 3, 2019	October 15, 2020
July 8, 2019	November 19, 2020
August 12, 2019	January 7, 2021
September 16, 2019	February 11, 2021
October 21, 2019	March 18, 2021
November 25, 2019	April 22, 2021

Criminology/Emergency Response (AAS Degree)

January 14, 2019	April 23, 2020
February 18, 2019	May 29, 2020
March 25, 2019	July 2, 2020
April 29, 2019	August 6, 2020
June 3, 2019	September 11, 2020
July 8, 2019	October 15, 2020
August 12, 2019	November 19, 2020
September 16, 2019	January 7, 2021
October 21, 2019	February 11, 2021
November 25, 2019	March 18, 2021

Welding Technician

January 14, 2019	November 21, 2019
February 18, 2019	January 9, 2020
March 25, 2019	February 13, 2020
April 29, 2019	March 19, 2020
June 3, 2019	April 23, 2020
July 8, 2019	May 29, 2020
August 12, 2019	July 2, 2020
September 16, 2019	August 6, 2020
October 21, 2019	September 11, 2020
November 25, 2019	October 15, 2020

Physical Therapist Assistant

May 20, 2019*	November 26, 2020
---------------------	-------------------

* Pending Approval

Vocational Nursing (Full Time)

March 18, 2019*	April 17, 2020
July 15, 2019*	August 14, 2020
November 11, 2019*	December 18, 2020

* Pending Approval

Avocational Course

Carry Concealed Weapon (CCW)*

April 6, 2019**
May 4, 2019**
June 1, 2019**
July 6, 2019**
August 3, 2019**
September 7, 2019**
October 5, 2019**
November 2, 2019**
December 7, 2019**

* The CCW course is NOT vocational in nature and does not lead to initial employment.

** Dates are subject to change.

**Refer to Main Catalog for
Program Descriptions**



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

(CA-AAS, CERM, HRA-AAS,
HVAC, IMAT, MBOA, PMA)

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m. to 12:00 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

12:00 p.m. to 4:30 p.m.
6:00 p.m. to 10:30 p.m.

Legend

Scheduled Class Day:

#

No Class:

#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:

#

No Class:

#



2019 Class Schedule—Cosmetology & Barbering Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Cosmetology & Barbering classes are held on Monday through Thursday from:
8:00 a.m. to 5:00 p.m.

and

Cosmetology & Barbering classes are held on Friday from:
8:45 a.m. to 4:15 p.m.

*The above schedule is typical, but is subject to change.

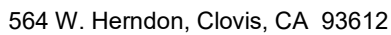
Legend

Scheduled Class Day:

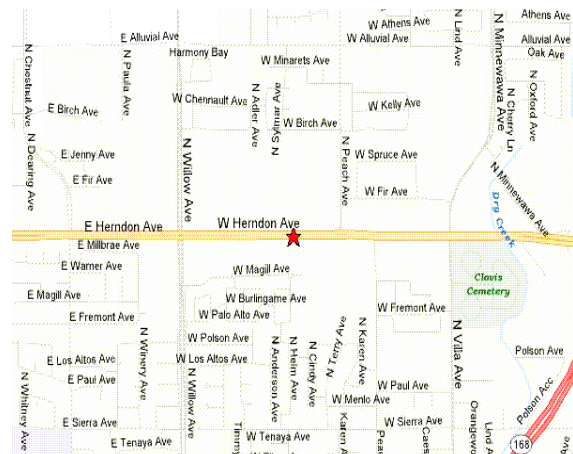
#

No Class:

#



The Clovis Campus is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:00 a.m. to 10:30 p.m., Monday through Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost \$769.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Accounting (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 247.00
Tuition (Year 1)	\$ 11,190.00
Tuition (Year 2)	\$ 11,190.00
Tuition (Year 3)	\$ 5,595.00
Total	\$ 28,297.00

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 733.00
Tuition	\$ 17,872.00
Total	\$ 18,680.00

Carry Concealed Weapon (CCW)*

Tuition	\$ 125.00
---------	-----------

(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 359.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,471.00

Cosmetology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 685.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,672.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 929.00
Tuition	\$ 17,888.00
Total	\$ 18,892.00

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 543.00
Tuition (Year 1)	\$ 12,840.00
Tuition (Year 2)	\$ 12,840.00
Tuition (Year 3)	\$ 4,280.00
Total	\$ 30,578.00

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 621.00
Tuition	\$ 15,904.00
Total	\$ 16,600.00

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,045.00
Tuition (Year 1)	\$ 12,360.00
Tuition (Year 2)	\$ 12,360.00
Tuition (Year 3)	\$ 6,180.00
Total	\$ 33,020.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 647.00
Tuition	\$ 15,744.00
Total	\$ 16,466.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 70.00
Books & Supplies	\$ 2,488.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,568.00

(Continued on page 12)



Program Cost

(Continued from page 11)

Welding Technician

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 1,171.00
Tuition (Year 1)	\$ 13,784.00
Tuition (Year 2)	\$ 1,723.00
Total	\$ 16,753.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Accounting (AAS)	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$ 28,297.00	112	1500	75
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,680.00	48	890	40
Barbering	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Carry Concealed Weapon (CCW)	\$125.00					\$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,471.00	97	1300	65
Cosmetology	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,672.00	52	880	40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,892.00	48.5	800	40
Industrial Maint. & Automated Technology	\$6,420.00	\$6,420.00	\$6,420.00	\$6,420.00	\$4,280.00	\$ 30,578.00	92.5	1400	70
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,600.00	47.5	860	40
Physical Therapist Assistant	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$ 33,020.00	65.5	1,573	75
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,466.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,568.00	62.2	1575	51
Welding Technician	\$6,892.00	\$6,892.00	\$1,723.00			\$ 16,753.00	51	900	45

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Accounting (AAS)	\$5,595.00	\$559.50	\$1,119.00	\$1,678.50	\$2,238.00	\$2,797.50	\$3,357.00
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Barbering	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Carry Concealed Weapon (CCW)	\$125.00	\$12.50	\$25.00	\$37.50	\$65.00	\$62.50	\$75.00
Criminology/Emergency Response (AAS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Cosmetology	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Industrial Maint & Automated Technology	\$6,420.00	\$642.00	\$1,284.00	\$1,926.00	\$2,568.00	\$3,210.00	\$3,852.00
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Physical Therapist Assistant	\$6,180.00	\$618.00	\$1,236.00	\$1,854.00	\$2,472.00	\$3,090.00	\$3,708.00
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Welding Technician	\$6,892.00	\$689.20	\$1,378.40	\$2,067.60	\$2,756.80	\$3,446.00	\$4,135.20

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

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Vocational Nursing Addendum

(Continued from page 15)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

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Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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Vocational Nursing Addendum

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- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: Math Exam
Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents

possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site

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Physical Therapist Assistant Addendum

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based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any a tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
 - Case Studies
 - Independent/guided study in "Open Lab"
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Clinical – Acceptable methods of make-up include:

- Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

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Physical Therapist Assistant Addendum

(Continued from page 20)

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees (\$300).

- a. Submit P1E form (certificate of completion from an accredited institution)
 - b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant (\$370 FSBPT + \$55.60 Prometric)
 4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam (\$30 FSBPT + \$20 Prometric)



Catalog Change: Avocational Program: Carry Concealed Weapon

Carry Concealed Weapon (CCW)

Permit Course*

Course Objective

The Institute of Technology offers both initial and renewal Carry Concealed Weapon classes. The course objective is to provide all the necessary laws and rights/responsibilities of carrying a concealed weapon. You will be required to demonstrate proficiency in shooting all of the firearms you want to have included on your Carry Concealed Weapon Permit, up to a maximum of four firearms.

Hours of Instruction

Initial Permit course is 8 hours long.

Renewal permit course is also 8 hours long.

The Course

This is an introductory class that will teach you how to properly operate and use your defensive pistol in compliance with California CCW laws. Learn safe weapon handling, target acquisition and laws that govern concealed weapons possession in California. You will fire 100 rounds in this training to qualify for the CCW permit. This course is not vocational in nature, does not lead to initial employment, and does not provide credit toward any vocational program offered by Institute of Technology. Individuals who successfully complete the course will receive a CERTIFICATE OF COMPLETION.

***This course is NOT vocational in nature and does NOT lead to initial employment.**



(*CCW is a cash pay program. Financial aid is not available.)



Catalog Change: Criminology & Emergency Response Management - AAS

COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will receive an **ASSOCIATE OF APPLIED SCIENCE DEGREE**.

CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ150, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer*, Peace Officer*, Reserve Peace Officer*, Deputy Sheriff*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer,



Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

*An academy will be required after graduation from IOT.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. *See your admissions representative for available class times.*

REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

CJ100 Laws & Regulations

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

CJ110 Criminal Procedures

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices. Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

CJ120 Citizen Interaction and Suspect Control

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices. The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

CJ130 Report Writing

(100 Hours / 6.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

CJ140 Corrections

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

CJ150 Correctional Institutions

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

EM120 Emergency Management and Security Services

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

CJ170 Crime Scene Technician

(50 Hours / 3.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

EM133 – First Responder

(100 Hours / 6.5 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI). **Responder Certification outcomes for this course are dependent upon your campus location.** The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module



focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

ENG100 English

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Saechao "Jenny" Meuy	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Serena Doreity	Administrative Assistant
Lorraine Sullivan	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Michele Owens-Ray	Financial Aid Officer
Karina Ayala Silva	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Tim Kearn	Director of Career Services
Diane Jensen	Career Services Advisor
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Tony Leon	Facilities Coordinator
Veronica Tapia	Facilities Custodian
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

Business / General Education

Bob Locklin	Business Instructor <i>AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching</i>
Mark Hoffman	Business Instructor
Roxanne Hinds	Business Instructor
Chelsi Johnston	General Education Instructor <i>Masters in Business Education, Minor in Communication, Bachelor's Degree in Political Science 5+ years experience as an Instructor at IOT</i>
Richard Adams	General Education Instructor

Culinary

Kevin Arnett	Culinary Division Program Director <i>8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France</i>
James Pacini	Assistant Culinary Division Program Director <i>34+ years industry experience / CAP-AOS Alumni / Business Owner—Current Owner / Chef Pacini's Catering and The Old Hotel Bistro</i>
Molly Hudson, FMP	Culinary Mentor Instructor <i>Certified Foodservice Management Professional / 33+ Years industry experience</i>
C. Scott Smith	Culinary Instructor <i>Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience</i>
Erin Easley	Culinary Instructor <i>Pastry Chef / 3+ Years industry experience</i>
Christian Romeo	Culinary Instructor <i>15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries</i>
Angelica Valdez	Culinary Instructor <i>Graduate of California Chef Academy in San Francisco 15+ years industry experience</i>
Anna Marquardt	Culinary Instructor <i>7+ years industry experience / 5+ years culinary instructor</i>
Erik Giese	Culinary Instructor
Leslie Batesole	Culinary Instructor <i>8 years culinary experience / 10 years management experience / 3 years pastry chef experience / Culinary Arts Professional Alumni / Baking and Pastry Chef Alumni / ServSafe Proctor Certification</i>
Jeanette Remine	Adjunct Culinary Instructor <i>Graduate of Institute of Technology Baking and Pastry Specialist Program, 29 + years of industry experience</i>

(Continued on page 28)



Staff and Faculty

(Continued from page 27)

Kara Durham Adjunct Culinary Instructor
BAS Nutrition Science, AOS Baking & Pastry, AOS Weather Technology, Certificate Holistic Nutrition, Certificate Personal Training, 7+ years industry experience

Criminology

Brenda Bradford Criminology Division Lead Instructor
9 years experience in industry / 6 years as a correctional officer with Fresno County Sheriff / 10 years as a teacher/instructor / MA in Marriage, Family & Child Counseling / BS in Criminal Justice

Brett Scroggins Adjunct CERM Instructor
25+ years Fresno Sheriff's Department / 25 years as a Correctional Officer with Fresno County Sheriff's Department / Training Officer / Defensive Tactics Instructor

Troy Burks Adjunct CERM Instructor
23 Years of industry experience / 23 years as a Correctional Officer with Fresno County Sheriff's Department / SERT Team / Training Officer / Defensive Tactics Instructor / AS in Administration of Justice

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police Officer

Jeana Parenti Adjunct CERM Instructor
Bachelor's Degree Psychology/POST Academy
12 years Police Officer

Jess Herring Adjunct CERM Instructor
30 years industry experience

Scott Sobel Adjunct CERM Instructor
Bachelor's Degree Criminology, 21 years Police Officer

Juan Espinoza Adjunct CERM Instructor
Bachelor's Degree Criminology, 31 years Military/Police Officer

Phillip Macy Adjunct CERM Instructor
Bachelor's Degree Criminology, 29 years Police Officer

Mark Eaton Adjunct CERM Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Medical

Deborah Cacy Medical Division Lead Instructor and Externship Coordinator
Certified Medical Assistant / 24+ years industry experience

Shannon Dority PMA Instructor
5+ years of industry experience, 2+ years experience PMA Instructor IOT

Carol Smith MBOA Instructor
Bachelor's Degree in Business Administration Management, Master's Degree in Business Administration Management with an emphasis in Human Resources, 4+ years Medical Industry experience, 3+ years Billing and Coding experience, 8+ years instructor experience

Angelina Cruz MBOA Instructor
Certificate Medical Administration Specialist, 16+ years industry experience

Carolyn Tirado Adjunct PMA/MBOA Instructor

Jessica Sanchez De Cisneros Adjunct PMA Instructor
AA Degree in Human Resource Administration, Certificate Professional Medical Assistant, 3+ years medical industry experience

Karen Williams Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Nursing

Paula Richards, RN, BSN, MHA Director of Nursing
45+ years industry experience

TBD Assistant Director of Nursing

Clarissa Trinidad, RN, BSN, MSN Nursing Instructor
12.5 years industry experience

Julia Viger, RN, BSN, MSN Nursing Instructor
30+ years nursing experience, 15 + years in education

Lea McClellan, RN, BSN Nursing Instructor
RN, BSN, Public Health Certificate, double major Science and Psychology, 2+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor
36+ years nursing experience

Susan Saldana, LVN, AA Nursing Instructor
AA Liberal Arts/Social Science, AA Vocational Nursing, 3.5 years experience as an LVN and 18.5 years experience in the healthcare field

Elizabeth Amstutz, LVN, AS Nursing Instructor

Lisa Kennedy RN, BSN Nursing Instructor
5 Years Nursing experience and 12 years Health Care Leadership experience

Tiffany Schwebach, RN, BSN Nursing Instructor
18+ years nursing experience

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA
Clinical Doctorate in Physical Therapy (DPT) with Academic Doctorate in Health Sciences in progress (PhD expected 2019)

(Continued on page 29)



Staff and Faculty

(Continued from page 28)

Heather Porter, MPT Director of Clinical Education

Master's of Physical Therapy, 18+ years of industry experience

Allen Aiken, PTA PTA Instructor

Associates in Physical Therapist Assistant, 21 years industry experience

Gabriella Rivera, PT, DPT PTA Adjunct Instructor

4+ years experience as a Physical Therapist

Omar Estrada, PTA PTA Adjunct Instructor

Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor

Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Nader Inan Adjunct PTA Gen.Ed. Instructor

Academic Doctorate in Physics (PhD), 12 years (since Master's in Physics)

Arthur Evans, PhD Adjunct PTA Gen.Ed. Instructor

Academic Doctorate in Physics (PhD), 10 years (since Master's in Physics)

Technical

Alejandro Lopez Technical Division Lead Instructor

27+ years of Industrial Maintenance and Automation experience

Steven Kelm HVAC Instructor

28+ years industry experience / EPA & HVAC Excellence Certified

David Welford Welding Tech. Instructor

5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Tehchnology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Eric Rohowits Part-Time HVAC Instructor

David Castillo Adjunct HVAC Instructor

11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor

EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor

AAS Degree and 15+ years industry experience

Daniel Egleston IMAT Instructor

AS Degree– Industrial Technology, 25+ years industry experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Cosmetology

Ramanda Ramirez Cosmetology and Barbering

Program Director

Licensed Cosmetologist, Licensed Barber

Phoua Kue Cosmetology and Barbering

Instructor

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
564 W. Herndon Ave., Clovis, CA. 96312

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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INSTITUTE OF TECHNOLOGY at
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Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Clovis Main Campus

Revised: June 28, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist

Culinary Arts Diploma

Heating, Ventilation & Air Conditioning, Medical Billing & Office Administration, Professional Medical Assistant

January 14, 2019	October 17, 2019
February 18, 2019	November 21, 2019
March 25, 2019	January 9, 2020
April 29, 2019	February 13, 2020
June 3, 2019	March 19, 2020
July 8, 2019	April 23, 2020
August 12, 2019	May 29, 2020
September 16, 2019	July 2, 2020
October 21, 2019	August 6, 2020
November 25, 2019	September 11, 2020

Cosmetology and Barbering

January 14, 2019	October 25, 2019
February 18, 2019	November 29, 2019
March 25, 2019	January 17, 2020
April 29, 2019	February 21, 2020
June 3, 2019	March 27, 2020
July 8, 2019	May 1, 2020
August 12, 2019	June 6, 2020
September 16, 2019	July 10, 2020
October 21, 2019	August 14, 2020
November 25, 2019	September 18, 2020

Industrial Maintenance & Automated Technology

January 14, 2019	May 29, 2020
February 18, 2019	July 2, 2020
March 25, 2019	August 6, 2020
April 29, 2019	September 11, 2020
June 3, 2019	October 15, 2020
July 8, 2019	November 19, 2020
August 12, 2019	January 7, 2021
September 16, 2019	February 11, 2021
October 21, 2019	March 18, 2021
November 25, 2019	April 22, 2021

Criminology/Emergency Response (AAS Degree)

January 14, 2019	April 23, 2020
February 18, 2019	May 29, 2020
March 25, 2019	July 2, 2020
April 29, 2019	August 6, 2020
June 3, 2019	September 11, 2020
July 8, 2019	October 15, 2020
August 12, 2019	November 19, 2020
September 16, 2019	January 7, 2021
October 21, 2019	February 11, 2021
November 25, 2019	March 18, 2021

Welding Technician

January 14, 2019	November 21, 2019
February 18, 2019	January 9, 2020
March 25, 2019	February 13, 2020
April 29, 2019	March 19, 2020
June 3, 2019	April 23, 2020
July 8, 2019	May 29, 2020
August 12, 2019	July 2, 2020
September 16, 2019	August 6, 2020
October 21, 2019	September 11, 2020
November 25, 2019	October 15, 2020

Physical Therapist Assistant

May 20, 2019*	November 26, 2020
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* Pending Approval

Vocational Nursing (Full Time)

March 18, 2019*	April 17, 2020
July 15, 2019*	August 14, 2020
November 11, 2019*	December 18, 2020

* Pending Approval

Avocational Course

Carry Concealed Weapon (CCW)*

April 6, 2019**
May 4, 2019**
June 1, 2019**
July 6, 2019**
August 3, 2019**
September 7, 2019**
October 5, 2019**
November 2, 2019**
December 7, 2019**

* The CCW course is NOT vocational in nature and does not lead to initial employment.

** Dates are subject to change.

**Refer to Main Catalog for
Program Descriptions**



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

(CA-AAS, CERM, HRA-AAS,
HVAC, IMAT, MBOA, PMA)

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m. to 12:00 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

12:00 p.m. to 4:30 p.m.
6:00 p.m. to 10:30 p.m.

Legend

Scheduled Class Day: #

No Class: #





2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:

#

No Class:

#



2019 Class Schedule—Cosmetology & Barbering Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Cosmetology & Barbering classes are held on Monday through Thursday from:
8:00 a.m. to 5:00 p.m.

and

Cosmetology & Barbering classes are held on Friday from:
8:45 a.m. to 4:15 p.m.

*The above schedule is typical, but is subject to change.

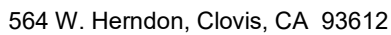
Legend

Scheduled Class Day:

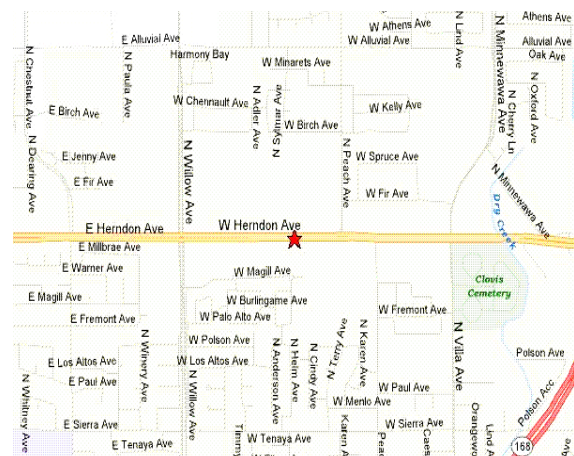
#

No Class:

#



The Clovis Campus is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:00 a.m. to 10:30 p.m., Monday through Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost \$769.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 733.00
Tuition	\$ 17,872.00
Total	\$ 18,680.00

Concealed Carry Weapons (CCW)*

Tuition	\$ 125.00
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(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 233.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,345.00

Cosmetology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 685.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,672.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 929.00
Tuition	\$ 17,888.00
Total	\$ 18,892.00

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 543.00
Tuition (Year 1)	\$ 12,840.00
Tuition (Year 2)	\$ 12,840.00
Tuition (Year 3)	\$ 4,280.00
Total	\$ 30,578.00

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 621.00
Tuition	\$ 15,904.00
Total	\$ 16,600.00

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,045.00
Tuition (Year 1)	\$ 12,360.00
Tuition (Year 2)	\$ 12,360.00
Tuition (Year 3)	\$ 6,180.00
Total	\$ 33,020.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 647.00
Tuition	\$ 15,744.00
Total	\$ 16,466.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 70.00
Books & Supplies	\$ 2,488.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,568.00

Welding Technician

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 1,171.00
Tuition (Year 1)	\$ 13,784.00
Tuition (Year 2)	\$ 1,723.00
Total	\$ 16,753.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Accounting (AAS)	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$ 28,297.00	112	1500	75
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,680.00	48	890	40
Barbering	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Carry Concealed Weapon (CCW)	\$125.00					\$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,345.00	97	1300	65
Cosmetology	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,672.00	52	880	40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,892.00	48.5	800	40
Industrial Maint. & Automated Technology	\$6,420.00	\$6,420.00	\$6,420.00	\$6,420.00	\$4,280.00	\$ 30,578.00	92.5	1400	70
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,600.00	47.5	860	40
Physical Therapist Assistant	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$ 33,020.00	65.5	1,573	75
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,466.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,568.00	62.2	1575	51
Welding Technician	\$6,892.00	\$6,892.00	\$1,723.00			\$ 16,753.00	51	900	45

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Accounting (AAS)	\$5,595.00	\$559.50	\$1,119.00	\$1,678.50	\$2,238.00	\$2,797.50	\$3,357.00
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Barbering	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Carry Concealed Weapon (CCW)	\$125.00	\$12.50	\$25.00	\$37.50	\$65.00	\$62.50	\$75.00
Criminology/Emergency Response (AAS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Cosmetology	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Industrial Maint & Automated Technology	\$6,420.00	\$642.00	\$1,284.00	\$1,926.00	\$2,568.00	\$3,210.00	\$3,852.00
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Physical Therapist Assistant	\$6,180.00	\$618.00	\$1,236.00	\$1,854.00	\$2,472.00	\$3,090.00	\$3,708.00
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Welding Technician	\$6,892.00	\$689.20	\$1,378.40	\$2,067.60	\$2,756.80	\$3,446.00	\$4,135.20

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

(Continued on page 14)



Vocational Nursing Addendum

(Continued from page 13)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

(Continued on page 15)



Vocational Nursing Addendum

(Continued from page 14)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

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Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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Vocational Nursing Addendum

(Continued from page 16)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: Math Exam
Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents

possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site

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Physical Therapist Assistant Addendum

(Continued from page 18)

based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any a tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
 - Case Studies
 - Independent/guided study in "Open Lab"
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Clinical – Acceptable methods of make-up include:

- Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

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Physical Therapist Assistant Addendum

(Continued from page 19)

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees (\$300).

- a. Submit P1E form (certificate of completion from an accredited institution)
 - b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant (\$370 FSBPT + \$55.60 Prometric)
 4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam (\$30 FSBPT + \$20 Prometric)



Catalog Change: Avocational Program: Concealed Carry Weapons

Concealed Carry Weapons (CCW)

Course Objective

The Institute of Technology offers both initial and renewal Concealed Carry Weapons classes. The course objective is to provide all the necessary laws and rights/responsibilities of carrying a concealed weapon. You will be required to demonstrate proficiency in shooting all of the firearms you want to have included on your Concealed Carry Weapons Permit, up to a maximum of four firearms.

Hours of Instruction

Initial Permit course is 8 hours long.

Renewal permit course is also 8 hours long.

The Course

This is an introductory class that will teach you how to properly operate and use your defensive pistol in compliance with California CCW laws. Learn safe weapon handling, target acquisition and laws that govern concealed weapons possession in California. You will fire 100 rounds in this training to qualify for the CCW permit. This course is not vocational in nature, does not lead to initial employment, and does not provide credit toward any vocational program offered by Institute of Technology. Individuals who successfully complete the course will receive a CERTIFICATE OF COMPLETION.

***This course is NOT vocational in nature and does NOT lead to initial employment.**



(*CCW is a cash pay program.
Financial aid is not available.)



Catalog Change: Criminology & Emergency Response Management - AAS

COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will receive an **ASSOCIATE OF APPLIED SCIENCE DEGREE**.

CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ150, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer*, Peace Officer*, Reserve Peace Officer*, Deputy Sheriff*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer,



Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

*An academy will be required after graduation from IOT.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. *See your admissions representative for available class times.*

REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

CJ100 Laws & Regulations

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

CJ110 Criminal Procedures

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices. Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

CJ120 Citizen Interaction and Suspect Control

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices. The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

CJ130 Report Writing

(100 Hours / 6.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

CJ140 Corrections

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

CJ150 Correctional Institutions

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

EM120 Emergency Management and Security Services

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

CJ170 Crime Scene Technician

(50 Hours / 3.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

EM133 – First Responder

(100 Hours / 6.5 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI).

Responder Certification outcomes for this course are dependent upon your campus location. The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module



focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

ENG100 English

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Serena Dority	Administrative Assistant
Lorraine Sullivan	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Michele Owens-Ray	Financial Aid Officer
Karina Ayala Silva	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Tim Kearn	Director of Career Services
Diane Jensen	Career Services Advisor
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Tony Leon	Facilities Coordinator
Veronica Tapia	Facilities Custodian
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

Business / General Education

Bob Locklin	Professional Development Instructor <i>AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching</i>
Mark Hoffman	General Education Instructor
Roxanne Hinds	General Education Instructor
Richard Adams	General Education Instructor

Culinary

Kevin Arnett	Culinary Division Program Director <i>8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France</i>
James Pacini	Assistant Culinary Division Program Director <i>34+ years industry experience / CAP-AOS Alumni / Business Owner—Current Owner / Chef Pacini's Catering and The Old Hotel Bistro</i>
Molly Hudson, FMP	Culinary Mentor Instructor <i>Certified Foodservice Management Professional / 33+ Years industry experience</i>
C. Scott Smith	Culinary Instructor <i>Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience</i>
Erin Easley	Culinary Instructor <i>Pastry Chef / 3+ Years industry experience</i>
Christian Romeo	Culinary Instructor <i>15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries</i>
Anna Marquardt	Culinary Instructor <i>7+ years industry experience / 5+ years culinary instructor</i>
Erik Giese	Culinary Instructor
Leslie Batesole	Culinary Instructor <i>8 years culinary experience / 10 years management experience / 3 years pastry chef experience / Culinary Arts Professional Alumni / Baking and Pastry Chef Alumni / ServSafe Proctor Certification</i>

Criminology

Brenda Bradford	Criminology Division Lead Instructor <i>9 years experience in industry / 6 years as a correctional officer with Fresno County Sheriff / 10 years as a teacher/instructor / MA in Marriage, Family & Child Counseling / BS in Criminal Justice</i>
Brett Scroggins	Adjunct CERM Instructor <i>25+ years Fresno Sheriff's Department / 25 years as a Correctional Officer with Fresno County Sheriff's Department / Training Officer / Defensive Tactics Instructor</i>

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Staff and Faculty

(Continued from page 26)

Troy Burks Adjunct CERM Instructor
23 Years of industry experience / 23 years as a
Correctional Officer with Fresno County Sheriff's
Department / SERT Team / Training Officer / Defensive
Tactics Instructor / AS in Administration of Justice

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department /
Detective / K9 Handler / Joint Federal Task Force / AS in
Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police
Officer

Jeana Parenti Adjunct CERM Instructor
Bachelor's Degree Psychology/POST Academy
12 years Police Officer

Jess Herring Adjunct CERM Instructor
30 years industry experience

Scott Sobel Adjunct CERM Instructor
Bachelor's Degree Criminology, 21 years Police Officer

Juan Espinoza Adjunct CERM Instructor
Bachelor's Degree Criminology, 31 years Military/Police
Officer

Phillip Macy Adjunct CERM Instructor
Bachelor's Degree Criminology, 29 years Police Officer

Mark Eaton Adjunct CERM Instructor
Advanced POST Certificate, 24 years experience with the
Fresno County Sheriff's Office

Medical

Deborah Cacy Medical Division Lead Instructor and
Externship Coordinator
Certified Medical Assistant / 24+ years industry
experience

Shannon Dority PMA Instructor
5+ years of industry experience, 2+ years experience
PMA Instructor IOT

Maureen Matinzo MBOA Instructor

Angelina Cruz MBOA Instructor
Certificate Medical Administration Specialist, 16+ years
industry experience

Karen Williams Adjunct Instructor
Professional Medical Assistant Certificate from Institute of
Technology, 3.5 years Medical Assistant experience

Nursing

Paula Richards, RN, BSN, MHA Director of Nursing
45+ years industry experience

TBD Assistant Director of Nursing

Julia Viger, RN, BSN, MSN Nursing Instructor
30+ years nursing experience, 15 + years in education

Lea McClellan, RN, BSN Nursing Instructor
RN, BSN, Public Health Certificate, double major Science
and Psychology, 2-+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor
36+ years nursing experience

Susan Saldana, LVN, AA Nursing Instructor
AA Liberal Arts/Social Science, AA Vocational Nursing,
3.5 years experience as an LVN and 18.5 years
experience in the healthcare field

Elizabeth Amstutz, LVN, AS Nursing Instructor

Tiffany Schwebach, RN, BSN Nursing Instructor
18+ years nursing experience

Clarissa Trinidad, RN, BSN, MSN Nursing Instructor
(Adjunct)
12.5 years industry experience

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA
Clinical Doctorate in Physical Therapy (DPT) with
Academic Doctorate in Health Sciences in progress (PhD
expected 2019)

Heather Porter, MPT Director of Clinical Education
Master's of Physical Therapy, 18+ years of industry
experience

Allen Aiken, PTA PTA Instructor
Associates in Physical Therapist Assistant, 21 years
industry experience

Gabriella Rivera, PT, DPT PTA Adjunct Instructor
4+ years experience as a Physical Therapist

Omar Estrada, PTA PTA Adjunct Instructor
Associates in Physical Therapist Assistant, 18 years
industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor
Clinical Doctorate in Physical Therapy (DPT), 1.5 years
DPT, 4.5 years research

Nader Inan Adjunct PTA Gen.Ed. Instructor
Academic Doctorate in Physics (PhD), 12 years (since
Master's in Physics)

Arthur Evans, PhD Adjunct PTA Gen.Ed. Instructor
Academic Doctorate in Physics (PhD), 10 years (since
Master's in Physics)

(Continued on page 28)



Staff and Faculty

(Continued from page 27)

Technical

- Alejandro Lopez** Technical Division Lead Instructor
27+ years of Industrial Maintenance and Automation experience
- Steven Kelm** HVAC Instructor
28+ years industry experience / EPA & HVAC Excellence Certified
- Eric Rohowits** Part-Time HVAC Instructor
- David Castillo** Adjunct HVAC Instructor
11+ years industry experience / EPA Certified / NATE Certified
- Scott Gale** Adjunct HVAC Instructor
EPA & CA Home Energy Efficiency Rater/7 years industry experience
- Marcus Miranda** Adjunct HVAC Instructor
AAS Degree and 15+ years industry experience
- Daniel Egleston** IMAT Instructor
AS Degree— Industrial Technology, 25+ years industry experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Welding

- David Welford** Welding Program Director
5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/ Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Cosmetology

- Ramanda Ramirez** Cosmetology and Barbering
Program Director
Licensed Cosmetologist, Licensed Barber
- Phoua Kue** Cosmetology and Barbering
Instructor
Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience
- Monica Garcia** Cosmetology Instructor



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits (subsequently referred to as "covered individual") may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:



VA Catalog Addendum

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
564 W. Herndon Ave., Clovis, CA. 96312

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Clovis Main Campus

Revised: July 17, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist

Culinary Arts Diploma

Heating, Ventilation & Air Conditioning, Medical Billing & Office Administration, Professional Medical Assistant

January 14, 2019	October 17, 2019
February 18, 2019	November 21, 2019
March 25, 2019	January 9, 2020
April 29, 2019	February 13, 2020
June 3, 2019	March 19, 2020
July 8, 2019	April 23, 2020
August 12, 2019	May 29, 2020
September 16, 2019	July 2, 2020
October 21, 2019	August 6, 2020
November 25, 2019	September 11, 2020

Cosmetology and Barbering

January 14, 2019	October 25, 2019
February 18, 2019	November 29, 2019
March 25, 2019	January 17, 2020
April 29, 2019	February 21, 2020
June 3, 2019	March 27, 2020
July 8, 2019	May 1, 2020
August 12, 2019	June 6, 2020
September 16, 2019	July 10, 2020
October 21, 2019	August 14, 2020
November 25, 2019	September 18, 2020

Industrial Maintenance & Automated Technology

January 14, 2019	May 29, 2020
February 18, 2019	July 2, 2020
March 25, 2019	August 6, 2020
April 29, 2019	September 11, 2020
June 3, 2019	October 15, 2020
July 8, 2019	November 19, 2020
August 12, 2019	January 7, 2021
September 16, 2019	February 11, 2021
October 21, 2019	March 18, 2021
November 25, 2019	April 22, 2021

Criminology/Emergency Response (AAS Degree)

January 14, 2019	April 23, 2020
February 18, 2019	May 29, 2020
March 25, 2019	July 2, 2020
April 29, 2019	August 6, 2020
June 3, 2019	September 11, 2020
July 8, 2019	October 15, 2020
August 12, 2019	November 19, 2020
September 16, 2019	January 7, 2021
October 21, 2019	February 11, 2021
November 25, 2019	March 18, 2021

Welding Technician

January 14, 2019	November 21, 2019
February 18, 2019	January 9, 2020
March 25, 2019	February 13, 2020
April 29, 2019	March 19, 2020
June 3, 2019	April 23, 2020
July 8, 2019	May 29, 2020
August 12, 2019	July 2, 2020
September 16, 2019	August 6, 2020
October 21, 2019	September 11, 2020
November 25, 2019	October 15, 2020

Physical Therapist Assistant

May 20, 2019*	November 26, 2020
---------------------	-------------------

* Pending Approval

Vocational Nursing (Full Time)

March 18, 2019*	April 17, 2020
July 15, 2019*	August 14, 2020
November 11, 2019*	December 18, 2020

* Pending Approval

Avocational Course

Carry Concealed Weapon (CCW)*

April 6, 2019**
May 4, 2019**
June 1, 2019**
July 6, 2019**
August 3, 2019**
September 7, 2019**
October 5, 2019**
November 2, 2019**
December 7, 2019**

* The CCW course is NOT vocational in nature and does not lead to initial employment.

** Dates are subject to change.

**Refer to Main Catalog for
Program Descriptions**



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

(CA-AAS, CERM, HRA-AAS,
HVAC, IMAT, MBOA, PMA)

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m. to 12:00 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

12:00 p.m. to 4:30 p.m.
6:00 p.m. to 10:30 p.m.

Legend

Scheduled Class Day:

#

No Class:

#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
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December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:

#

No Class:

#



2019 Class Schedule—Cosmetology & Barbering Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
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24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Cosmetology & Barbering classes are held on Monday through Thursday from:
8:00 a.m. to 5:00 p.m.

and

Cosmetology & Barbering classes are held on Friday from:
8:45 a.m. to 4:15 p.m.

*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:

#

No Class:

#



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 733.00
Tuition	\$ 17,872.00
Total	\$ 18,680.00

Concealed Carry Weapons (CCW)*

Tuition	\$ 125.00
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(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 233.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,345.00

Cosmetology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 685.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,672.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 929.00
Tuition	\$ 17,888.00
Total	\$ 18,892.00

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 543.00
Tuition (Year 1)	\$ 12,840.00
Tuition (Year 2)	\$ 12,840.00
Tuition (Year 3)	\$ 4,280.00
Total	\$ 30,578.00

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 621.00
Tuition	\$ 15,904.00
Total	\$ 16,600.00

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,045.00
Tuition (Year 1)	\$ 12,360.00
Tuition (Year 2)	\$ 12,360.00
Tuition (Year 3)	\$ 6,180.00
Total	\$ 33,020.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 647.00
Tuition	\$ 15,744.00
Total	\$ 16,466.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 70.00
Books & Supplies	\$ 2,188.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,268.00

Welding Technician

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 1,171.00
Tuition (Year 1)	\$ 13,784.00
Tuition (Year 2)	\$ 1,723.00
Total	\$ 16,753.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Accounting (AAS)	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$ 28,297.00	112	1500	75
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,680.00	48	890	40
Barbering	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Carry Concealed Weapon (CCW)	\$125.00					\$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,345.00	97	1300	65
Cosmetology	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,672.00	52	880	40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,892.00	48.5	800	40
Industrial Maint. & Automated Technology	\$6,420.00	\$6,420.00	\$6,420.00	\$6,420.00	\$4,280.00	\$ 30,578.00	92.5	1400	70
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,600.00	47.5	860	40
Physical Therapist Assistant	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$ 33,020.00	65.5	1,573	75
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,466.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,268.00	62.2	1575	51
Welding Technician	\$6,892.00	\$6,892.00	\$1,723.00			\$ 16,753.00	51	900	45

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Accounting (AAS)	\$5,595.00	\$559.50	\$1,119.00	\$1,678.50	\$2,238.00	\$2,797.50	\$3,357.00
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Barbering	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Carry Concealed Weapon (CCW)	\$125.00	\$12.50	\$25.00	\$37.50	\$65.00	\$62.50	\$75.00
Criminology/Emergency Response (AAS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Cosmetology	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Industrial Maint & Automated Technology	\$6,420.00	\$642.00	\$1,284.00	\$1,926.00	\$2,568.00	\$3,210.00	\$3,852.00
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Physical Therapist Assistant	\$6,180.00	\$618.00	\$1,236.00	\$1,854.00	\$2,472.00	\$3,090.00	\$3,708.00
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Welding Technician	\$6,892.00	\$689.20	\$1,378.40	\$2,067.60	\$2,756.80	\$3,446.00	\$4,135.20

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

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Vocational Nursing Addendum

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

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Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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Vocational Nursing Addendum

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- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: Math Exam
Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents

possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site

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Physical Therapist Assistant Addendum

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based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any a tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
 - Case Studies
 - Independent/guided study in "Open Lab"
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Clinical – Acceptable methods of make-up include:

- Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

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Physical Therapist Assistant Addendum

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ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees (\$300).

- a. Submit P1E form (certificate of completion from an accredited institution)
 - b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant (\$370 FSBPT + \$55.60 Prometric)
 4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam (\$30 FSBPT + \$20 Prometric)



Catalog Change: Avocational Program: Concealed Carry Weapons

Concealed Carry Weapons (CCW)

Course Objective

The Institute of Technology offers both initial and renewal Concealed Carry Weapons classes. The course objective is to provide all the necessary laws and rights/responsibilities of carrying a concealed weapon. You will be required to demonstrate proficiency in shooting all of the firearms you want to have included on your Concealed Carry Weapons Permit, up to a maximum of four firearms.

Hours of Instruction

Initial Permit course is 8 hours long.

Renewal permit course is also 8 hours long.

The Course

This is an introductory class that will teach you how to properly operate and use your defensive pistol in compliance with California CCW laws. Learn safe weapon handling, target acquisition and laws that govern concealed weapons possession in California. You will fire 100 rounds in this training to qualify for the CCW permit. This course is not vocational in nature, does not lead to initial employment, and does not provide credit toward any vocational program offered by Institute of Technology. Individuals who successfully complete the course will receive a CERTIFICATE OF COMPLETION.

***This course is NOT vocational in nature and does NOT lead to initial employment.**



(*CCW is a cash pay program.
Financial aid is not available.)



Catalog Change: Criminology & Emergency Response Management - AAS

COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will receive an **ASSOCIATE OF APPLIED SCIENCE DEGREE**.

CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ150, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer*, Peace Officer*, Reserve Peace Officer*, Deputy Sheriff*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer,



Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

*An academy will be required after graduation from IOT.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. *See your admissions representative for available class times.*

REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

CJ100 Laws & Regulations

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

CJ110 Criminal Procedures

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices. Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

CJ120 Citizen Interaction and Suspect Control

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices. The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

CJ130 Report Writing

(100 Hours / 6.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

CJ140 Corrections

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

CJ150 Correctional Institutions

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

EM120 Emergency Management and Security Services

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

CJ170 Crime Scene Technician

(50 Hours / 3.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

EM133 – First Responder

(100 Hours / 6.5 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI).

Responder Certification outcomes for this course are dependent upon your campus location. The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module



focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

ENG100 English

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Serena Dority	Administrative Assistant
Lorraine Sullivan	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Michele Owens-Ray	Financial Aid Officer
Karina Ayala Silva	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Tim Kearn	Director of Career Services
Diane Jensen	Career Services Advisor
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Tony Leon	Facilities Coordinator
Veronica Tapia	Facilities Custodian
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

Business / General Education

Bob Locklin	Professional Development Instructor <i>AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching</i>
Mark Hoffman	General Education Instructor
Roxanne Hinds	General Education Instructor
Richard Adams	General Education Instructor

Culinary

Kevin Arnett	Culinary Division Program Director <i>8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France</i>
James Pacini	Assistant Culinary Division Program Director <i>34+ years industry experience / CAP-AOS Alumni / Business Owner—Current Owner / Chef Pacini's Catering and The Old Hotel Bistro</i>
Molly Hudson, FMP	Culinary Mentor Instructor <i>Certified Foodservice Management Professional / 33+ Years industry experience</i>
C. Scott Smith	Culinary Instructor <i>Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience</i>
Erin Easley	Culinary Instructor <i>Pastry Chef / 3+ Years industry experience</i>
Christian Romeo	Culinary Instructor <i>15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries</i>
Anna Marquardt	Culinary Instructor <i>7+ years industry experience / 5+ years culinary instructor</i>
Erik Giese	Culinary Instructor
Leslie Batesole	Culinary Instructor <i>8 years culinary experience / 10 years management experience / 3 years pastry chef experience / Culinary Arts Professional Alumni / Baking and Pastry Chef Alumni / ServSafe Proctor Certification</i>

Criminology

Brenda Bradford	Criminology Division Lead Instructor <i>9 years experience in industry / 6 years as a correctional officer with Fresno County Sheriff / 10 years as a teacher/instructor / MA in Marriage, Family & Child Counseling / BS in Criminal Justice</i>
Brett Scroggins	Adjunct CERM Instructor <i>25+ years Fresno Sheriff's Department / 25 years as a Correctional Officer with Fresno County Sheriff's Department / Training Officer / Defensive Tactics Instructor</i>

(Continued on page 27)



Staff and Faculty

(Continued from page 26)

Troy Burks Adjunct CERM Instructor
23 Years of industry experience / 23 years as a
Correctional Officer with Fresno County Sheriff's
Department / SERT Team / Training Officer / Defensive
Tactics Instructor / AS in Administration of Justice

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department /
Detective / K9 Handler / Joint Federal Task Force / AS in
Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police
Officer

Jeana Parenti Adjunct CERM Instructor
Bachelor's Degree Psychology/POST Academy
12 years Police Officer

Jess Herring Adjunct CERM Instructor
30 years industry experience

Scott Sobel Adjunct CERM Instructor
Bachelor's Degree Criminology, 21 years Police Officer

Juan Espinoza Adjunct CERM Instructor
Bachelor's Degree Criminology, 31 years Military/Police
Officer

Phillip Macy Adjunct CERM Instructor
Bachelor's Degree Criminology, 29 years Police Officer

Mark Eaton Adjunct CERM Instructor
Advanced POST Certificate, 24 years experience with the
Fresno County Sheriff's Office

Medical

Deborah Cacy Medical Division Lead Instructor and
Externship Coordinator
Certified Medical Assistant / 24+ years industry
experience

Shannon Dority PMA Instructor
5+ years of industry experience, 2+ years experience
PMA Instructor IOT

Maureen Matinzo MBOA Instructor

Angelina Cruz MBOA Instructor
Certificate Medical Administration Specialist, 16+ years
industry experience

Karen Williams Adjunct Instructor
Professional Medical Assistant Certificate from Institute of
Technology, 3.5 years Medical Assistant experience

Nursing

Paula Richards, RN, BSN, MHA Director of Nursing
45+ years industry experience

TBD Assistant Director of Nursing

Julia Viger, RN, BSN, MSN Nursing Instructor
30+ years nursing experience, 15 + years in education

Lea McClellan, RN, BSN Nursing Instructor
RN, BSN, Public Health Certificate, double major Science
and Psychology, 2-+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor
36+ years nursing experience

Susan Saldana, LVN, AA Nursing Instructor
AA Liberal Arts/Social Science, AA Vocational Nursing,
3.5 years experience as an LVN and 18.5 years
experience in the healthcare field

Elizabeth Amstutz, LVN, AS Nursing Instructor

Tiffany Schwebach, RN, BSN Nursing Instructor
18+ years nursing experience

Clarissa Trinidad, RN, BSN, MSN Nursing Instructor
(Adjunct)
12.5 years industry experience

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA
Clinical Doctorate in Physical Therapy (DPT) with
Academic Doctorate in Health Sciences in progress (PhD
expected 2019)

Heather Porter, MPT Director of Clinical Education
Master's of Physical Therapy, 18+ years of industry
experience

Allen Aiken, PTA PTA Instructor
Associates in Physical Therapist Assistant, 21 years
industry experience

Gabriella Rivera, PT, DPT PTA Adjunct Instructor
4+ years experience as a Physical Therapist

Omar Estrada, PTA PTA Adjunct Instructor
Associates in Physical Therapist Assistant, 18 years
industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor
Clinical Doctorate in Physical Therapy (DPT), 1.5 years
DPT, 4.5 years research

Nader Inan Adjunct PTA Gen.Ed. Instructor
Academic Doctorate in Physics (PhD), 12 years (since
Master's in Physics)

Arthur Evans, PhD Adjunct PTA Gen.Ed. Instructor
Academic Doctorate in Physics (PhD), 10 years (since
Master's in Physics)

(Continued on page 28)



Staff and Faculty

(Continued from page 27)

Technical

- Alejandro Lopez** Technical Division Lead Instructor
27+ years of Industrial Maintenance and Automation experience
- Steven Kelm** HVAC Instructor
28+ years industry experience / EPA & HVAC Excellence Certified
- Eric Rohowits** Part-Time HVAC Instructor
- David Castillo** Adjunct HVAC Instructor
11+ years industry experience / EPA Certified / NATE Certified
- Scott Gale** Adjunct HVAC Instructor
EPA & CA Home Energy Efficiency Rater/7 years industry experience
- Marcus Miranda** Adjunct HVAC Instructor
AAS Degree and 15+ years industry experience
- Daniel Egleston** IMAT Instructor
AS Degree— Industrial Technology, 25+ years industry experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Welding

- David Welford** Welding Program Director
5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/ Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Cosmetology

- Ramanda Ramirez** Cosmetology and Barbering
Program Director
Licensed Cosmetologist, Licensed Barber
- Phoua Kue** Cosmetology and Barbering
Instructor
Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience
- Monica Garcia** Cosmetology Instructor



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits (subsequently referred to as "covered individual") may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:



VA Catalog Addendum

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
564 W. Herndon Ave., Clovis, CA. 96312

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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INSTITUTE OF TECHNOLOGY at
564 W. Herndon Ave., Clovis, CA. 96312

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

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Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Clovis Main Campus

Revised: August 19, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist

Culinary Arts Diploma

Heating, Ventilation & Air Conditioning, Medical Billing & Office Administration, Professional Medical Assistant

January 14, 2019.....	October 17, 2019
February 18, 2019.....	November 21, 2019
March 25, 2019.....	January 9, 2020
April 29, 2019.....	February 13, 2020
June 3, 2019.....	March 19, 2020
July 8, 2019.....	April 23, 2020
August 12, 2019.....	May 29, 2020
September 16, 2019.....	July 2, 2020
October 21, 2019.....	August 6, 2020
November 25, 2019.....	September 11, 2020

Cosmetology and Barbering

January 14, 2019.....	October 25, 2019
February 18, 2019.....	November 29, 2019
March 25, 2019.....	January 17, 2020
April 29, 2019.....	February 21, 2020
June 3, 2019.....	March 27, 2020
July 8, 2019.....	May 1, 2020
August 12, 2019.....	June 6, 2020
September 16, 2019.....	July 10, 2020
October 21, 2019.....	August 14, 2020
November 25, 2019.....	September 18, 2020

Industrial Maintenance & Automated Technology

January 14, 2019.....	May 29, 2020
February 18, 2019.....	July 2, 2020
March 25, 2019.....	August 6, 2020
April 29, 2019.....	September 11, 2020
June 3, 2019.....	October 15, 2020
July 8, 2019.....	November 19, 2020
August 12, 2019.....	January 7, 2021
September 16, 2019.....	February 11, 2021
October 21, 2019.....	March 18, 2021
November 25, 2019.....	April 22, 2021

Criminology/Emergency Response (AAS Degree)

January 14, 2019.....	April 23, 2020
February 18, 2019.....	May 29, 2020
March 25, 2019.....	July 2, 2020
April 29, 2019.....	August 6, 2020
June 3, 2019.....	September 11, 2020
July 8, 2019.....	October 15, 2020
August 12, 2019.....	November 19, 2020
September 16, 2019.....	January 7, 2021
October 21, 2019.....	February 11, 2021
November 25, 2019.....	March 18, 2021

Welding Technician

January 14, 2019.....	November 21, 2019
February 18, 2019.....	January 9, 2020
March 25, 2019.....	February 13, 2020
April 29, 2019.....	March 19, 2020
June 3, 2019.....	April 23, 2020
July 8, 2019.....	May 29, 2020
August 12, 2019.....	July 2, 2020
September 16, 2019.....	August 6, 2020
October 21, 2019.....	September 11, 2020
November 25, 2019.....	October 15, 2020

Physical Therapist Assistant

May 20, 2019*	November 26, 2020
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* Pending Approval

Vocational Nursing (Full Time)

March 18, 2019*	April 17, 2020
July 15, 2019*	August 14, 2020
November 11, 2019*	December 18, 2020

* Pending Approval

Avocational Course

Carry Concealed Weapon (CCW)*

April 6, 2019**
May 4, 2019**
June 1, 2019**
July 6, 2019**
August 3, 2019**
September 7, 2019**
October 5, 2019**
November 2, 2019**
December 7, 2019**

* The CCW course is NOT vocational in nature and does not lead to initial employment.

** Dates are subject to change.

**Refer to Main Catalog for
Program Descriptions**



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

(CA-AAS, CERM, HRA-AAS,
HVAC, IMAT, MBOA, PMA)

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m. to 12:00 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

12:00 p.m. to 4:30 p.m.
6:00 p.m. to 10:30 p.m.

Legend

Scheduled Class Day:

#

No Class:

#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:

#

No Class:

#



2019 Class Schedule—Cosmetology & Barbering Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Cosmetology & Barbering classes are held on Monday through Thursday from:
8:00 a.m. to 5:00 p.m.

and

Cosmetology & Barbering classes are held on Friday from:
8:45 a.m. to 4:15 p.m.

*The above schedule is typical, but is subject to change.

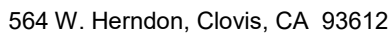
Legend

Scheduled Class Day:

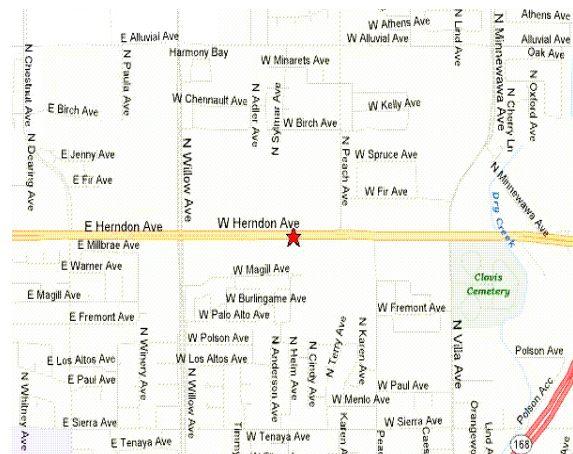
#

No Class:

#



The Clovis Campus is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:00 a.m. to 10:30 p.m., Monday through Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost \$769.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 733.00
Tuition	\$ 17,872.00
Total	\$ 18,680.00

Concealed Carry Weapons (CCW)*

Tuition	\$ 125.00
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(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 233.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,345.00

Cosmetology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 685.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,672.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 929.00
Tuition	\$ 17,888.00
Total	\$ 18,892.00

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 543.00
Tuition (Year 1)	\$ 12,840.00
Tuition (Year 2)	\$ 12,840.00
Tuition (Year 3)	\$ 4,280.00
Total	\$ 30,578.00

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 621.00
Tuition	\$ 15,904.00
Total	\$ 16,600.00

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,045.00
Tuition (Year 1)	\$ 12,360.00
Tuition (Year 2)	\$ 12,360.00
Tuition (Year 3)	\$ 6,180.00
Total	\$ 33,020.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 647.00
Tuition	\$ 15,744.00
Total	\$ 16,466.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 70.00
Books & Supplies	\$ 2,188.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,268.00

Welding Technician

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 1,171.00
Tuition (Year 1)	\$ 13,784.00
Tuition (Year 2)	\$ 1,723.00
Total	\$ 16,753.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Accounting (AAS)	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$ 28,297.00	112	1500	75
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,680.00	48	890	40
Barbering	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Carry Concealed Weapon (CCW)	\$125.00					\$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,345.00	97	1300	65
Cosmetology	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,672.00	52	880	40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,892.00	48.5	800	40
Industrial Maint. & Automated Technology	\$6,420.00	\$6,420.00	\$6,420.00	\$6,420.00	\$4,280.00	\$ 30,578.00	92.5	1400	70
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,600.00	47.5	860	40
Physical Therapist Assistant	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$ 33,020.00	65.5	1,573	75
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,466.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,268.00	62.2	1575	51
Welding Technician	\$6,892.00	\$6,892.00	\$1,723.00			\$ 16,753.00	51	900	45

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Accounting (AAS)	\$5,595.00	\$559.50	\$1,119.00	\$1,678.50	\$2,238.00	\$2,797.50	\$3,357.00
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Barbering	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Carry Concealed Weapon (CCW)	\$125.00	\$12.50	\$25.00	\$37.50	\$65.00	\$125.00	\$125.00
Criminology/Emergency Response (AAS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Cosmetology	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Industrial Maint & Automated Technology	\$6,420.00	\$642.00	\$1,284.00	\$1,926.00	\$2,568.00	\$3,210.00	\$3,852.00
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Physical Therapist Assistant	\$6,180.00	\$618.00	\$1,236.00	\$1,854.00	\$2,472.00	\$3,090.00	\$3,708.00
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Welding Technician	\$6,892.00	\$689.20	\$1,378.40	\$2,067.60	\$2,756.80	\$3,446.00	\$4,135.20

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

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Vocational Nursing Addendum

(Continued from page 14)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

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Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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Vocational Nursing Addendum

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- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: Math Exam
Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

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Physical Therapist Assistant Addendum

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ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any a tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
 - Case Studies
 - Independent/guided study in "Open Lab"
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Clinical – Acceptable methods of make-up include:
 - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make

up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students

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Physical Therapist Assistant Addendum

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one hour 51-question multiple choice exam (\$30 FSBPT + \$20 Prometric)

with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees (\$300).
 - a. Submit P1E form (certificate of completion from an accredited institution)
 - b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant (\$370 FSBPT + \$55.60 Prometric)
4. Take and pass the California Law Exam (CLE) a



Cosmetology & Barbering Addendum

ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grade of "I" (incomplete) for a module if they do not fulfill the required hours.
- Students with an "I" are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment at the "I" grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the "I" grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

31%.....	Attendance
30%.....	Quizzes/Tests
30%	Practical
5%.....	Homework
4%.....	Professional Performance



Catalog Change: Avocational Program: Concealed Carry Weapons

Concealed Carry Weapons (CCW)

Course Objective

The Institute of Technology offers both initial and renewal Concealed Carry Weapons classes. The course objective is to provide all the necessary laws and rights/responsibilities of carrying a concealed weapon. You will be required to demonstrate proficiency in shooting all of the firearms you want to have included on your Concealed Carry Weapons Permit, up to a maximum of four firearms.

Hours of Instruction

Initial Permit course is 8 hours long.

Renewal permit course is also 8 hours long.

The Course

This is an introductory class that will teach you how to properly operate and use your defensive pistol in compliance with California CCW laws. Learn safe weapon handling, target acquisition and laws that govern concealed weapons possession in California. You will fire 100 rounds in this training to qualify for the CCW permit. This course is not vocational in nature, does not lead to initial employment, and does not provide credit toward any vocational program offered by Institute of Technology. Individuals who successfully complete the course will receive a CERTIFICATE OF COMPLETION.

***This course is NOT vocational in nature and does NOT lead to initial employment.**



(*CCW is a cash pay program.
Financial aid is not available.)



Catalog Change: Criminology & Emergency Response Management - AAS

COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will receive an **ASSOCIATE OF APPLIED SCIENCE DEGREE**.

CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ150, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer*, Peace Officer*, Reserve Peace Officer*, Deputy Sheriff*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer,



Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

*An academy will be required after graduation from IOT.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. *See your admissions representative for available class times.*

REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

CJ100 Laws & Regulations

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

CJ110 Criminal Procedures

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices. Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

CJ120 Citizen Interaction and Suspect Control

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices. The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

CJ130 Report Writing

(100 Hours / 6.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

CJ140 Corrections

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

CJ150 Correctional Institutions

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

EM120 Emergency Management and Security Services

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

CJ170 Crime Scene Technician

(50 Hours / 3.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

EM133 – First Responder

(100 Hours / 6.5 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI). **Responder Certification outcomes for this course are dependent upon your campus location.** The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module



focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

ENG100 English

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Catalog Change: Transfer Credit

Transfers within Institute of Technology Schools and Returning Institute of Technology Students

There are two types of transfer students within the Institute of Technology system, students currently enrolled who wish to transfer or change programs, and returning Institute of Technology students. Prior coursework from programs previously completed at the Institute of Technology may be accepted. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. General education credit will be evaluated individually prior to approval for transfer.

The following terms and conditions apply:

1. If an IOT program has been significantly modified from the time that a student was previously enrolled, then the core course work for the program would not transfer for a student seeking to re-enter or fresh start.
2. If you are a current Institute of Technology student requesting a transfer to a new program you must make the request in writing to the Student Services Department.
3. If you are a returning student requesting transfer credit you must request the transfer by notifying your Admissions Representative. The Admissions Representative will request that the Program Director or Director of Education complete and evaluation of the transferability of credit.
4. Credits transferred in to fulfill course requirements must be graded at 2.0 ("C") or higher.
5. Credits transferred in to fulfill course requirements for Nursing course work applicable for advanced status in the Nursing Program must be completed with a grade of "B" or better within five (5) years prior to admission.
6. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.

If the student's program has NOT undergone a substantive change from the time of previous enrollment to the time of re-enter, the following terms and conditions apply:

1. For all IOT content-specific "core" courses, four (4) years is the maximum amount of time that the student can receive transfer credit for a passed course. For any student who re-enters more than four (4) years after leaving IOT, completed content-specific "core" coursework is ineligible for transferability of credit.
2. For all IOT general education (including

Professional Development) or applied general education courses, there is no maximum amount of time that the student can receive transfer credit for a passed course. In other words, for any student who re-enters at any time after leaving IOT, completed general education or applied general education coursework is eligible for transferability of credit if approved after evaluation by the Director of Education.

Evaluation of Credit from Accredited Institutions Prior to Attending Institute of Technology

Institute of Technology may accept prior coursework completed at other accredited colleges or universities for courses required for diploma or degree programs. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. Transferability of credit will be evaluated individually prior to approval for transfer. There is no time limit on the acceptance credit for general education courses. The Institute of Technology does not award credit for experiential learning.

The following terms and conditions apply:

1. You must request the transfer of previous credit by notifying the Admissions Representative. The Admissions Representative will request that the Program Director or Director of Education complete an evaluation of the transferability of the credit.
2. You must provide official transcripts from the college or university where the previous training occurred.
3. Credits transferred in to fulfill course requirements must be graded at 2.0 ("C") or higher. Nursing course work applicable for advanced status in the Nursing Program must be completed with a grade of "B" or better within five (5) years prior to admission.
4. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.
5. Any veteran receiving GI Bill benefits while attending the Institute of Technology is required to obtain an official transcript from all previously attended schools and submit them to the College for review of prior credit.

(Continued on page 28)



Catalog Change: Transfer Credit

(Continued from page 27)

Physical Therapist Assistant Program

Transferability of previous college credits to be applied to the Physical Therapist Assistant (PTA) program is determined on an individual basis by the Campus President and Program Director. Institute of Technology recommends that each student completes the curriculum in its entirety, but exceptions will be made on preparatory/general education course work. Transfer credit will not be considered for PTA “core” course work or clinical rotations. Transfer credit from previous college course work may be considered for the following PTA general education courses:

- Anatomy & Physiology
- Introduction to Psychology
- General Algebra & Physics
- English
- Communication

Transfer Credits for Veterans

Any veteran receiving GI Bill benefits while attending the Institute of Technology is required to obtain an official transcript from all previously attended schools, including Institute of Technology, and submit them to the College for review of prior credit. IOT will determine VA transfer credit based on compliance with the State Approving Agency for Veteran Education.

Tuition Credit

For module-based programs, the tuition credit of academic units/modules transferred from a prior college will be calculated as follows:

$$\frac{\text{Total Tuition Cost of Program}}{\text{Number of Modules in Program}} = \text{Tuition Credit per Module}$$

For Term-based programs, the tuition credit of academic units transferred from a prior college will be calculated as follows:

$$\frac{\text{Total Tuition Cost of Program}}{\text{Number of Units in Program}} = \text{Tuition Credit per Unit}$$



Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Serena Dority	Administrative Assistant
Lorraine Sullivan	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Michele Owens-Ray	Financial Aid Officer
Karina Ayala Silva	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Tim Kearn	Director of Career Services
Diane Jensen	Career Services Advisor
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Tony Leon	Facilities Coordinator
Veronica Tapia	Facilities Custodian
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

Business / General Education

Bob Locklin	Professional Development Instructor <i>AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching</i>
Mark Hoffman	General Education Instructor
Roxanne Hinds	General Education Instructor
Richard Adams	General Education Instructor

Culinary

Kevin Arnett	Culinary Division Program Director <i>8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France</i>
James Pacini	Assistant Culinary Division Program Director <i>34+ years industry experience / CAP-AOS Alumni / Business Owner—Current Owner / Chef Pacini's Catering and The Old Hotel Bistro</i>
Molly Hudson, FMP	Culinary Mentor Instructor <i>Certified Foodservice Management Professional / 33+ Years industry experience</i>
C. Scott Smith	Culinary Instructor <i>Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience</i>
Erin Easley	Culinary Instructor <i>Pastry Chef / 3+ Years industry experience</i>
Christian Romeo	Culinary Instructor <i>15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries</i>
Anna Marquardt	Culinary Instructor <i>7+ years industry experience / 5+ years culinary instructor</i>
Erik Giese	Culinary Instructor
Leslie Batesole	Culinary Instructor <i>8 years culinary experience / 10 years management experience / 3 years pastry chef experience / Culinary Arts Professional Alumni / Baking and Pastry Chef Alumni / ServSafe Proctor Certification</i>

Criminology

Brenda Bradford	Criminology Division Lead Instructor <i>9 years experience in industry / 6 years as a correctional officer with Fresno County Sheriff / 10 years as a teacher/instructor / MA in Marriage, Family & Child Counseling / BS in Criminal Justice</i>
Brett Scroggins	Adjunct CERM Instructor <i>25+ years Fresno Sheriff's Department / 25 years as a Correctional Officer with Fresno County Sheriff's Department / Training Officer / Defensive Tactics Instructor</i>

(Continued on page 30)



Staff and Faculty

(Continued from page 29)

Troy Burks Adjunct CERM Instructor
23 Years of industry experience / 23 years as a
Correctional Officer with Fresno County Sheriff's
Department / SERT Team / Training Officer / Defensive
Tactics Instructor / AS in Administration of Justice

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department /
Detective / K9 Handler / Joint Federal Task Force / AS in
Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police
Officer

Jeana Parenti Adjunct CERM Instructor
Bachelor's Degree Psychology/POST Academy
12 years Police Officer

Jess Herring Adjunct CERM Instructor
30 years industry experience

Scott Sobel Adjunct CERM Instructor
Bachelor's Degree Criminology, 21 years Police Officer

Juan Espinoza Adjunct CERM Instructor
Bachelor's Degree Criminology, 31 years Military/Police
Officer

Phillip Macy Adjunct CERM Instructor
Bachelor's Degree Criminology, 29 years Police Officer

Mark Eaton Adjunct CERM Instructor
Advanced POST Certificate, 24 years experience with the
Fresno County Sheriff's Office

Medical

Deborah Cacy Medical Division Lead Instructor and
Externship Coordinator
Certified Medical Assistant / 24+ years industry
experience

Shannon Dority PMA Instructor
5+ years of industry experience, 2+ years experience
PMA Instructor IOT

Maureen Matinzo MBOA Instructor

Angelina Cruz MBOA Instructor
Certificate Medical Administration Specialist, 16+ years
industry experience

Karen Williams Adjunct Instructor
Professional Medical Assistant Certificate from Institute of
Technology, 3.5 years Medical Assistant experience

Nursing

Paula Richards, RN, BSN, MHA Director of Nursing
45+ years industry experience

TBD Assistant Director of Nursing

Julia Viger, RN, BSN, MSN Nursing Instructor
30+ years nursing experience, 15 + years in education

Lea McClellan, RN, BSN Nursing Instructor
RN, BSN, Public Health Certificate, double major Science
and Psychology, 2-+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor
36+ years nursing experience

Susan Saldana, LVN, AA Nursing Instructor
AA Liberal Arts/Social Science, AA Vocational Nursing,
3.5 years experience as an LVN and 18.5 years
experience in the healthcare field

Elizabeth Amstutz, LVN, AS Nursing Instructor

Tiffany Schwebach, RN, BSN Nursing Instructor
18+ years nursing experience

Clarissa Trinidad, RN, BSN, MSN Nursing Instructor
(Adjunct)
12.5 years industry experience

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA
Clinical Doctorate in Physical Therapy (DPT) with
Academic Doctorate in Health Sciences in progress (PhD
expected 2019)

Heather Porter, MPT Director of Clinical Education
Master's of Physical Therapy, 18+ years of industry
experience

Allen Aiken, PTA PTA Instructor
Associates in Physical Therapist Assistant, 21 years
industry experience

Gabriella Rivera, PT, DPT PTA Adjunct Instructor
4+ years experience as a Physical Therapist

Omar Estrada, PTA PTA Adjunct Instructor
Associates in Physical Therapist Assistant, 18 years
industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor
Clinical Doctorate in Physical Therapy (DPT), 1.5 years
DPT, 4.5 years research

Nader Inan Adjunct PTA Gen.Ed. Instructor
Academic Doctorate in Physics (PhD), 12 years (since
Master's in Physics)

Arthur Evans, PhD Adjunct PTA Gen.Ed. Instructor
Academic Doctorate in Physics (PhD), 10 years (since
Master's in Physics)

(Continued on page 31)



Staff and Faculty

(Continued from page 30)

Technical

- Alejandro Lopez** Technical Division Lead Instructor
27+ years of Industrial Maintenance and Automation experience
- Steven Kelm** HVAC Instructor
28+ years industry experience / EPA & HVAC Excellence Certified
- Eric Rohowits** Part-Time HVAC Instructor
- David Castillo** Adjunct HVAC Instructor
11+ years industry experience / EPA Certified / NATE Certified
- Scott Gale** Adjunct HVAC Instructor
EPA & CA Home Energy Efficiency Rater/7 years industry experience
- Marcus Miranda** Adjunct HVAC Instructor
AAS Degree and 15+ years industry experience
- Daniel Egleston** IMAT Instructor
AS Degree— Industrial Technology, 25+ years industry experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Welding

- David Welford** Welding Program Director
5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Cosmetology

- Ramanda Ramirez** Cosmetology and Barbering
Program Director
Licensed Cosmetologist, Licensed Barber
- Phoua Kue** Cosmetology and Barbering
Instructor
Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience
- Monica Garcia** Cosmetology Instructor



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits (subsequently referred to as "covered individual") may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:



VA Catalog Addendum

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
564 W. Herndon Ave., Clovis, CA. 96312

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
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NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Clovis Main Campus

Revised: November 14, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist

Culinary Arts Diploma

Heating, Ventilation & Air Conditioning, Medical Billing & Office Administration, Professional Medical Assistant

January 14, 2019.....	October 17, 2019
February 18, 2019.....	November 21, 2019
March 25, 2019.....	January 9, 2020
April 29, 2019.....	February 13, 2020
June 3, 2019.....	March 19, 2020
July 8, 2019.....	April 23, 2020
August 12, 2019.....	May 29, 2020
September 16, 2019.....	July 2, 2020
October 21, 2019.....	August 6, 2020
November 25, 2019.....	September 11, 2020

Cosmetology and Barbering

January 14, 2019.....	October 25, 2019
February 18, 2019.....	November 29, 2019
March 25, 2019.....	January 17, 2020
April 29, 2019.....	February 21, 2020
June 3, 2019.....	March 27, 2020
July 8, 2019.....	May 1, 2020
August 12, 2019.....	June 6, 2020
September 16, 2019.....	July 10, 2020
October 21, 2019.....	August 14, 2020
November 25, 2019.....	September 18, 2020

Industrial Maintenance & Automated Technology

January 14, 2019.....	May 29, 2020
February 18, 2019.....	July 2, 2020
March 25, 2019.....	August 6, 2020
April 29, 2019.....	September 11, 2020
June 3, 2019.....	October 15, 2020
July 8, 2019.....	November 19, 2020
August 12, 2019.....	January 7, 2021
September 16, 2019.....	February 11, 2021
October 21, 2019.....	March 18, 2021
November 25, 2019.....	April 22, 2021

Criminology/Emergency Response (AAS Degree)

January 14, 2019.....	April 23, 2020
February 18, 2019.....	May 29, 2020
March 25, 2019.....	July 2, 2020
April 29, 2019.....	August 6, 2020
June 3, 2019.....	September 11, 2020
July 8, 2019.....	October 15, 2020
August 12, 2019.....	November 19, 2020
September 16, 2019.....	January 7, 2021
October 21, 2019.....	February 11, 2021
November 25, 2019.....	March 18, 2021

Welding Technician

January 14, 2019.....	November 21, 2019
February 18, 2019.....	January 9, 2020
March 25, 2019.....	February 13, 2020
April 29, 2019.....	March 19, 2020
June 3, 2019.....	April 23, 2020
July 8, 2019.....	May 29, 2020
August 12, 2019.....	July 2, 2020
September 16, 2019.....	August 6, 2020
October 21, 2019.....	September 11, 2020
November 25, 2019.....	October 15, 2020

Physical Therapist Assistant

May 20, 2019*	November 26, 2020
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* Pending Approval

Vocational Nursing (Full Time)

March 18, 2019*	April 17, 2020
July 15, 2019*	August 14, 2020
November 11, 2019*	December 18, 2020

* Pending Approval

Avocational Course

Carry Concealed Weapon (CCW)*

April 6, 2019**
May 4, 2019**
June 1, 2019**
July 6, 2019**
August 3, 2019**
September 7, 2019**
October 5, 2019**
November 2, 2019**
December 7, 2019**

* The CCW course is NOT vocational in nature and does not lead to initial employment.

** Dates are subject to change.

**Refer to Main Catalog for
Program Descriptions**



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

(CA-AAS, CERM, HRA-AAS,
HVAC, IMAT, MBOA, PMA)

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m. to 12:00 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

12:00 p.m. to 4:30 p.m.
6:00 p.m. to 10:30 p.m.

Legend

Scheduled Class Day:

#

No Class:

#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:

#

No Class:

#



2019 Class Schedule—Cosmetology & Barbering Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Cosmetology & Barbering classes are held on Monday through Thursday from:
8:00 a.m. to 5:00 p.m.

and

Cosmetology & Barbering classes are held on Friday from:
8:45 a.m. to 4:15 p.m.

*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:

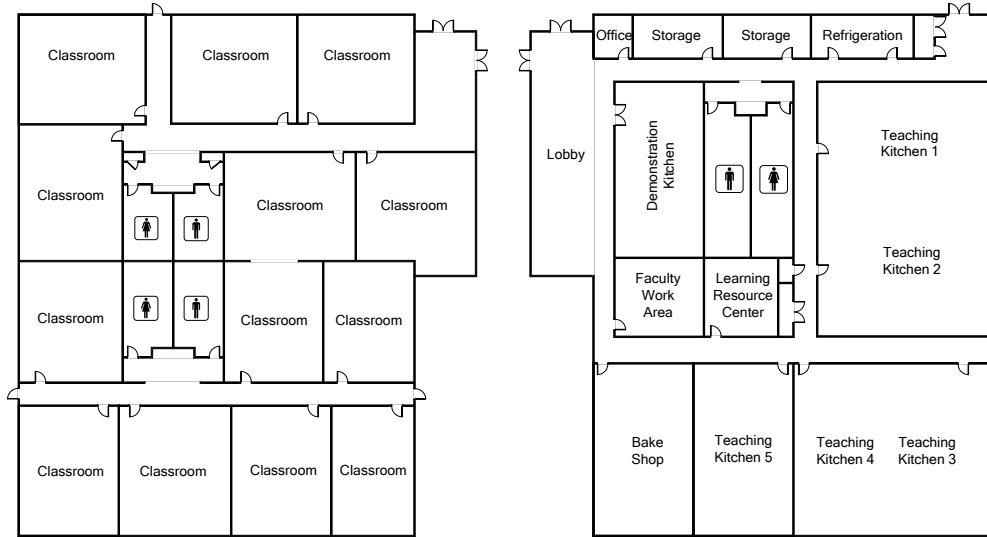
#

No Class:

#



Facilities



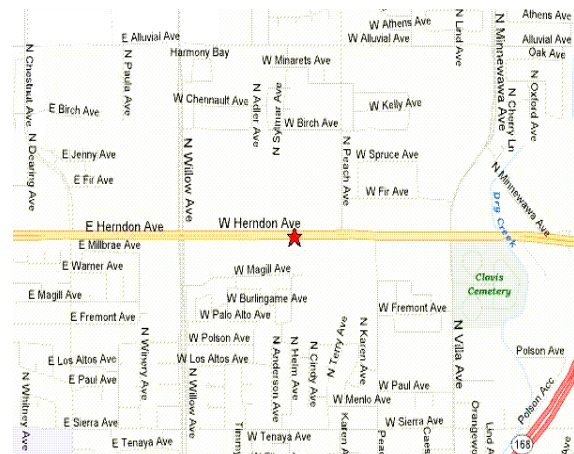
564 W. Herndon, Clovis, CA 93612



Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:00 a.m. to 10:30 p.m., Monday through Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost \$769.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 733.00
Tuition	\$ 17,872.00
Total	\$ 18,680.00

Concealed Carry Weapons (CCW)*

Tuition	\$ 125.00
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(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 233.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,345.00

Cosmetology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,127.00
Tuition (Year 1)	\$ 12,000.00
Tuition (Year 2)	\$ 4,000.00
Total	\$ 18,202.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 685.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,672.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 929.00
Tuition	\$ 17,888.00
Total	\$ 18,892.00

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 543.00
Tuition (Year 1)	\$ 12,840.00
Tuition (Year 2)	\$ 12,840.00
Tuition (Year 3)	\$ 4,280.00
Total	\$ 30,578.00

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 621.00
Tuition	\$ 15,904.00
Total	\$ 16,600.00

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,045.00
Tuition (Year 1)	\$ 12,360.00
Tuition (Year 2)	\$ 12,360.00
Tuition (Year 3)	\$ 6,180.00
Total	\$ 33,020.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 647.00
Tuition	\$ 15,744.00
Total	\$ 16,466.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 70.00
Books & Supplies	\$ 2,188.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,268.00

Welding Technician

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 1,171.00
Tuition (Year 1)	\$ 13,784.00
Tuition (Year 2)	\$ 1,723.00
Total	\$ 16,753.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Accounting (AAS)	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$5,595.00	\$ 28,297.00	112	1500	75
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,680.00	48	890	40
Barbering	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Carry Concealed Weapon (CCW)	\$125.00					\$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,345.00	97	1300	65
Cosmetology	\$6,000.00	\$6,000.00	\$4,000.00			\$18,202.00		1680	41
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,672.00	52	880	40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,892.00	48.5	800	40
Industrial Maint. & Automated Technology	\$6,420.00	\$6,420.00	\$6,420.00	\$6,420.00	\$4,280.00	\$ 30,578.00	92.5	1400	70
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,600.00	47.5	860	40
Physical Therapist Assistant	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$ 33,020.00	65.5	1,573	75
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,466.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,268.00	62.2	1575	51
Welding Technician	\$6,892.00	\$6,892.00	\$1,723.00			\$ 16,753.00	51	900	45

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Accounting (AAS)	\$5,595.00	\$559.50	\$1,119.00	\$1,678.50	\$2,238.00	\$2,797.50	\$3,357.00
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Barbering	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Carry Concealed Weapon (CCW)	\$125.00	\$12.50	\$25.00	\$37.50	\$65.00	\$125.00	\$125.00
Criminology/Emergency Response (AAS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Cosmetology	\$6,000.00	\$600.00	\$1,200.00	\$1,800.00	\$2,400.00	\$3,000.00	\$3,600.00
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Industrial Maint & Automated Technology	\$6,420.00	\$642.00	\$1,284.00	\$1,926.00	\$2,568.00	\$3,210.00	\$3,852.00
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Physical Therapist Assistant	\$6,180.00	\$618.00	\$1,236.00	\$1,854.00	\$2,472.00	\$3,090.00	\$3,708.00
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Welding Technician	\$6,892.00	\$689.20	\$1,378.40	\$2,067.60	\$2,756.80	\$3,446.00	\$4,135.20

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

(Continued on page 14)



Vocational Nursing Addendum

(Continued from page 13)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

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Vocational Nursing Addendum

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

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Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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Vocational Nursing Addendum

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- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: Math Exam
Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

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Physical Therapist Assistant Addendum

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ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any a tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
 - Case Studies
 - Independent/guided study in "Open Lab"
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Clinical – Acceptable methods of make-up include:
 - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make

up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students

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Physical Therapist Assistant Addendum

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one hour 51-question multiple choice exam (\$65 FSBPT + \$25 Prometric testing center)

with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees (\$300).
 - a. Submit P1E form (certificate of completion from an accredited institution)
 - b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant (\$400 FSBPT + \$70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a



Cosmetology & Barbering Addendum

ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grade of "I" (incomplete) for a module if they do not fulfill the required hours.
- Students with an "I" are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment and the "I" grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the "I" grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

31%.....	Attendance
30%.....	Quizzes/Tests
30%	Practical
5%.....	Homework
4%.....	Professional Performance



Catalog Change: Avocational Program: Concealed Carry Weapons

Concealed Carry Weapons (CCW)

Course Objective

The Institute of Technology offers both initial and renewal Concealed Carry Weapons classes. The course objective is to provide all the necessary laws and rights/responsibilities of carrying a concealed weapon. You will be required to demonstrate proficiency in shooting all of the firearms you want to have included on your Concealed Carry Weapons Permit, up to a maximum of four firearms.

Hours of Instruction

Initial Permit course is 8 hours long.

Renewal permit course is also 8 hours long.

The Course

This is an introductory class that will teach you how to properly operate and use your defensive pistol in compliance with California CCW laws. Learn safe weapon handling, target acquisition and laws that govern concealed weapons possession in California. You will fire 100 rounds in this training to qualify for the CCW permit. This course is not vocational in nature, does not lead to initial employment, and does not provide credit toward any vocational program offered by Institute of Technology. Individuals who successfully complete the course will receive a CERTIFICATE OF COMPLETION.

***This course is NOT vocational in nature and does NOT lead to initial employment.**



(*CCW is a cash pay program.
Financial aid is not available.)



Catalog Change: Criminology & Emergency Response Management - AAS

COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will receive an **ASSOCIATE OF APPLIED SCIENCE DEGREE**.

CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ150, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer*, Peace Officer*, Reserve Peace Officer*, Deputy Sheriff*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer,



Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

*An academy will be required after graduation from IOT.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. *See your admissions representative for available class times.*

REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

CJ100 Laws & Regulations

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

CJ110 Criminal Procedures

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices. Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

CJ120 Citizen Interaction and Suspect Control

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices. The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

CJ130 Report Writing

(100 Hours / 6.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

CJ140 Corrections

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

CJ150 Correctional Institutions

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

EM120 Emergency Management and Security Services

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

CJ170 Crime Scene Technician

(50 Hours / 3.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

EM133 – First Responder

(100 Hours / 6.5 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI). **Responder Certification outcomes for this course are dependent upon your campus location.** The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module



focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.



Catalog Change: Criminology & Emergency Response Management - AAS (cont.)

ENG100 English

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Catalog Change: Transfer Credit

Transfers within Institute of Technology Schools and Returning Institute of Technology Students

There are two types of transfer students within the Institute of Technology system, students currently enrolled who wish to transfer or change programs, and returning Institute of Technology students. Prior coursework from programs previously completed at the Institute of Technology may be accepted. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. General education credit will be evaluated individually prior to approval for transfer.

The following terms and conditions apply:

1. If an IOT program has been significantly modified from the time that a student was previously enrolled, then the core course work for the program would not transfer for a student seeking to re-enter or fresh start.
2. If you are a current Institute of Technology student requesting a transfer to a new program you must make the request in writing to the Student Services Department.
3. If you are a returning student requesting transfer credit you must request the transfer by notifying your Admissions Representative. The Admissions Representative will request that the Program Director or Director of Education complete and evaluation of the transferability of credit.
4. Credits transferred in to fulfill course requirements must be graded at 2.0 ("C") or higher.
5. Credits transferred in to fulfill course requirements for Nursing course work applicable for advanced status in the Nursing Program must be completed with a grade of "B" or better within five (5) years prior to admission.
6. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.

If the student's program has NOT undergone a substantive change from the time of previous enrollment to the time of re-enter, the following terms and conditions apply:

1. For all IOT content-specific "core" courses, four (4) years is the maximum amount of time that the student can receive transfer credit for a passed course. For any student who re-enters more than four (4) years after leaving IOT, completed content-specific "core" coursework is ineligible for transferability of credit.
2. For all IOT general education (including

Professional Development) or applied general education courses, there is no maximum amount of time that the student can receive transfer credit for a passed course. In other words, for any student who re-enters at any time after leaving IOT, completed general education or applied general education coursework is eligible for transferability of credit if approved after evaluation by the Director of Education.

Evaluation of Credit from Accredited Institutions Prior to Attending Institute of Technology

Institute of Technology may accept prior coursework completed at other accredited colleges or universities for courses required for diploma or degree programs. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. Transferability of credit will be evaluated individually prior to approval for transfer. There is no time limit on the acceptance credit for general education courses. The Institute of Technology does not award credit for experiential learning.

The following terms and conditions apply:

1. You must request the transfer of previous credit by notifying the Admissions Representative. The Admissions Representative will request that the Program Director or Director of Education complete an evaluation of the transferability of the credit.
2. You must provide official transcripts from the college or university where the previous training occurred.
3. Credits transferred in to fulfill course requirements must be graded at 2.0 ("C") or higher. Nursing course work applicable for advanced status in the Nursing Program must be completed with a grade of "B" or better within five (5) years prior to admission.
4. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.
5. Any veteran receiving GI Bill benefits while attending the Institute of Technology is required to obtain an official transcript from all previously attended schools and submit them to the College for review of prior credit.

(Continued on page 28)



Catalog Change: Transfer Credit

(Continued from page 27)

Physical Therapist Assistant Program

Transferability of previous college credits to be applied to the Physical Therapist Assistant (PTA) program is determined on an individual basis by the Campus President and Program Director. Institute of Technology recommends that each student completes the curriculum in its entirety, but exceptions will be made on preparatory/general education course work. Transfer credit will not be considered for PTA “core” course work or clinical rotations. Transfer credit from previous college course work may be considered for the following PTA general education courses:

- Anatomy & Physiology
- Introduction to Psychology
- General Algebra & Physics
- English
- Communication

Transfer Credits for Veterans

Any veteran receiving GI Bill benefits while attending the Institute of Technology is required to obtain an official transcript from all previously attended schools, including Institute of Technology, and submit them to the College for review of prior credit. IOT will determine VA transfer credit based on compliance with the State Approving Agency for Veteran Education.

Tuition Credit

For module-based programs, the tuition credit of academic units/modules transferred from a prior college will be calculated as follows:

$$\frac{\text{Total Tuition Cost of Program}}{\text{Number of Modules in Program}} = \text{Tuition Credit per Module}$$

For Term-based programs, the tuition credit of academic units transferred from a prior college will be calculated as follows:

$$\frac{\text{Total Tuition Cost of Program}}{\text{Number of Units in Program}} = \text{Tuition Credit per Unit}$$



Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Serena Dority	Administrative Assistant
Lorraine Sullivan	Administrative Assistant
Alyssa Fernandez	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Michele Owens-Ray	Financial Aid Officer
Karina Ayala Silva	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Tim Kearn	Director of Career Services
Diane Jensen	Career Services Advisor
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Tony Leon	Facilities Coordinator
Veronica Tapia	Facilities Custodian
Laura Haberstick, MSLIS	Librarian and LRC Manager

FACULTY

Business / General Education

Bob Locklin	Professional Development Instructor <i>AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching</i>
Mark Hoffman	General Education Instructor
Roxanne Hinds	General Education Instructor
Richard Adams	General Education Instructor
Wesley Neill	General Education Instructor
Nathan Thorn	General Education Instructor
Nghi Dang	General Education Instructor

Culinary

Kevin Arnett	Culinary Division Program Director <i>8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France</i>
James Pacini	Assistant Culinary Division Program Director <i>34+ years industry experience / CAP-AOS Alumni / Business Owner—Current Owner / Chef Pacini's Catering and The Old Hotel Bistro</i>
Molly Hudson, FMP	Culinary Mentor Instructor <i>Certified Foodservice Management Professional / 33+ Years industry experience</i>
C. Scott Smith	Culinary Instructor <i>Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience</i>
Erin Easley	Culinary Instructor <i>Pastry Chef / 3+ Years industry experience</i>
Christian Romeo	Culinary Instructor <i>15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries</i>
Anna Marquardt	Culinary Instructor <i>7+ years industry experience / 5+ years culinary instructor</i>
Erik Giese	Culinary Instructor
Leslie Batesole	Culinary Instructor <i>8 years culinary experience / 10 years management experience / 3 years pastry chef experience / Culinary Arts Professional Alumni / Baking and Pastry Chef Alumni / ServSafe Proctor Certification</i>

Criminology

Brenda Bradford	Criminology Division Lead Instructor <i>9 years experience in industry / 6 years as a correctional officer with Fresno County Sheriff / 10 years as a teacher/instructor / MA in Marriage, Family & Child</i>
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(Continued on page 30)



Staff and Faculty

(Continued from page 29)

Counseling / BS in Criminal Justice

- Brett Scroggins** Adjunct CERM Instructor
25+ years Fresno Sheriff's Department / 25 years as a Correctional Officer with Fresno County Sheriff's Department / Training Officer / Defensive Tactics Instructor
- Troy Burks** Adjunct CERM Instructor
23 Years of industry experience / 23 years as a Correctional Officer with Fresno County Sheriff's Department / SERT Team / Training Officer / Defensive Tactics Instructor / AS in Administration of Justice
- Chris Stearns** Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master
- Daniel Manriquez** Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police Officer
- Jeana Parenti** Adjunct CERM Instructor
Bachelor's Degree Psychology/POST Academy
12 years Police Officer
- Jess Herring** Adjunct CERM Instructor
30 years industry experience
- Scott Sobel** Adjunct CERM Instructor
Bachelor's Degree Criminology, 21 years Police Officer
- Juan Espinoza** Adjunct CERM Instructor
Bachelor's Degree Criminology, 31 years Military/Police Officer
- Mark Eaton** Adjunct CERM Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Medical

- Deborah Cacy** Medical Division Lead Instructor and Externship Coordinator
Certified Medical Assistant / 24+ years industry experience
- Shannon Dority** PMA Instructor
5+ years of industry experience, 2+ years experience PMA Instructor IOT
- Angelina Cruz** MBOA Instructor
Certificate Medical Administration Specialist, 16+ years industry experience
- Karen Williams** Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience
- Ana Hunter-Martinez** Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Nursing

- Paula Richards, RN, BSN, MHA** Director of Nursing
45+ years industry experience
- TBD** Assistant Director of Nursing
- Julia Viger, RN, BSN, MSN** Nursing Instructor
30+ years nursing experience, 15 + years in education
- Lea McClellan, RN, BSN** Nursing Instructor
RN, BSN, Public Health Certificate, double major Science and Psychology, 2-+ years nursing experience
- Debra Thompson, RN, BSN** Nursing Instructor
36+ years nursing experience
- Susan Saldana, LVN, AA** Nursing Instructor
AA Liberal Arts/Social Science, AA Vocational Nursing, 3.5 years experience as an LVN and 18.5 years experience in the healthcare field
- Tiffany Schwebach, RN, BSN** Nursing Instructor
18+ years nursing experience
- Soo Ji Lee, RN** Nursing Instructor
18+ years nursing experience
- Ioana Bar, RN MD, MBA, CST** Nursing Instructor
18+ years nursing experience
- Ifeoma Ubadike, RN** Nursing Instructor
18+ years nursing experience
- Clarissa Trinidad, RN, BSN, MSN** Nursing Instructor (Adjunct)
12.5 years industry experience
- Elizabeth Amstutz, LVN, AS** Nursing Instructor (Adjunct)

Physical Therapist Assistant

- Adeel H. Rizvi, PT, DPT** Program Director PTA
Clinical Doctorate in Physical Therapy (DPT) with Academic Doctorate in Health Sciences in progress (PhD expected 2019)
- Heather Porter, MPT** Director of Clinical Education
Master's of Physical Therapy, 18+ years of industry experience
- Allen Aiken, PTA** PTA Instructor
Associates in Physical Therapist Assistant, 21 years industry experience
- Gabriella Rivera, PT, DPT** PTA Adjunct Instructor
4+ years experience as a Physical Therapist
- Omar Estrada, PTA** PTA Adjunct Instructor
Associates in Physical Therapist Assistant, 18 years industry experience
- Kristina Koroyan, PT, DPT** PTA Adjunct Instructor

(Continued on page 31)



Staff and Faculty

(Continued from page 30)

Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Nader Inan Adjunct PTA Gen.Ed. Instructor
Academic Doctorate in Physics (PhD), 12 years (since Master's in Physics)

Arthur Evans, PhD Adjunct PTA Gen.Ed. Instructor
Academic Doctorate in Physics (PhD), 10 years (since Master's in Physics)

Pardeep Sandhu, PTA Adjunct PTA Instructor

Instructor

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience

Monica Garcia *Cosmetology Instructor*

Caroline Long *Cosmetology and Barbering Instructor*

Technical

Alejandro Lopez Technical Division Lead Instructor
27+ years of Industrial Maintenance and Automation experience

Steven Kelm HVAC Instructor
28+ years industry experience / EPA & HVAC Excellence Certified

David Castillo Adjunct HVAC Instructor
11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor
EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor
AAS Degree and 15+ years industry experience

Daniel Egleston IMAT Instructor
AS Degree— Industrial Technology, 25+ years industry experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Ray Rawn Adjunct IMAT Instructor

Welding

David Welford Welding Program Director
5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Doug Henderson Welding Instructor

Cosmetology

Ramanda Ramirez Cosmetology and Barbering
Program Director

Licensed Cosmetologist, Licensed Barber

Phoua Kue *Cosmetology and Barbering*



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits (subsequently referred to as "covered individual") may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:



VA Catalog Addendum

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
564 W. Herndon Ave., Clovis, CA. 96312

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
564 W. Herndon Ave., Clovis, CA. 96312

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Modesto Branch Campus

Revised: December 31, 2018



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist

Culinary Arts Diploma

Heating, Ventilation & Air Conditioning

Medical Billing & Office Administration

Pharmacy Technician

Professional Medical Assistant

January 14, 2019..... October 17, 2019
February 18, 2019 November 21, 2019
March 25, 2019 January 9, 2020
April 29, 2019 February 13, 2020
June 3, 2019..... March 19, 2020
July 8, 2019 April 23, 2020
August 12, 2019 May 29, 2020
September 16, 2019..... July 2, 2020
October 21, 2019..... August 6, 2020
November 25, 2019..... September 11, 2020

Vocational Nursing (Full Time)

TBD

**Refer to Main Catalog for
Program Descriptions**

Criminology/Emergency Response (AOS Degree)

January 14, 2019..... April 23, 2020
February 18, 2019 May 29, 2020
March 25, 2019 July 2, 2020
April 29, 2019 August 6, 2020
June 3, 2019..... September 11, 2020
July 8, 2019 October 15, 2020
August 12, 2019 November 19, 2020
September 16, 2019..... January 7, 2021
October 21, 2019..... February 11, 2021
November 25, 2019..... March 18, 2021



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

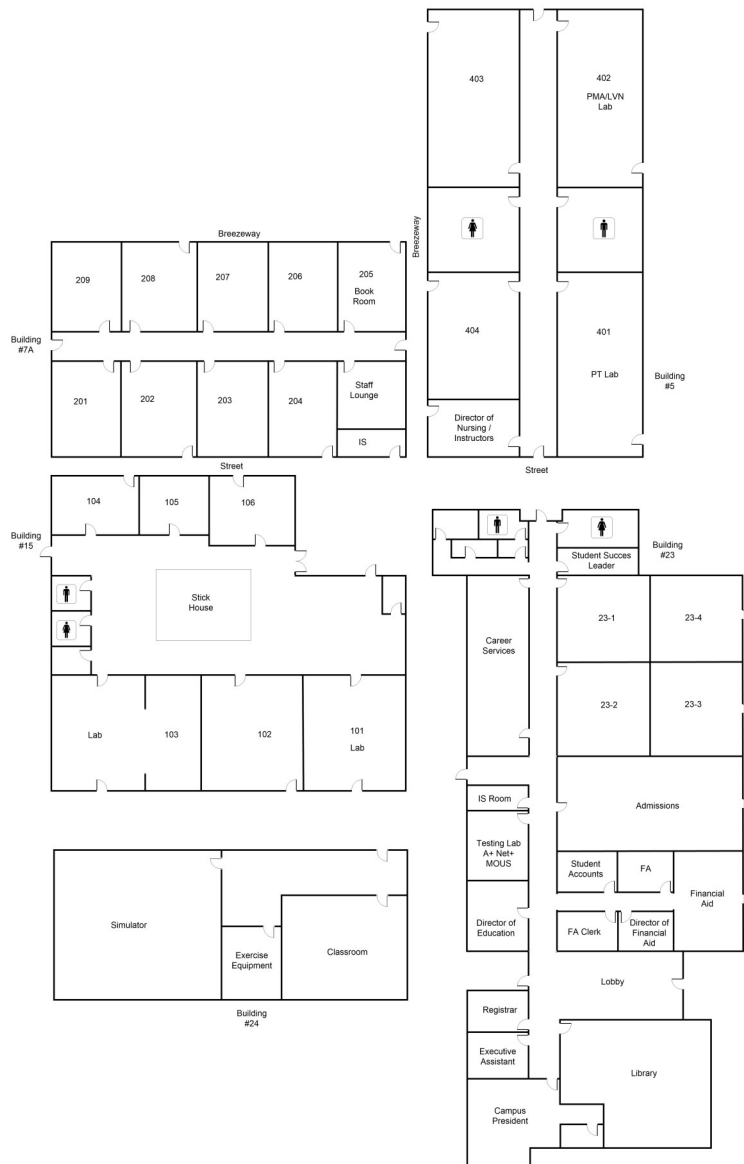
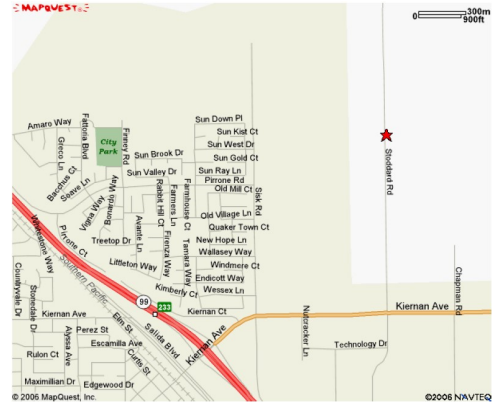
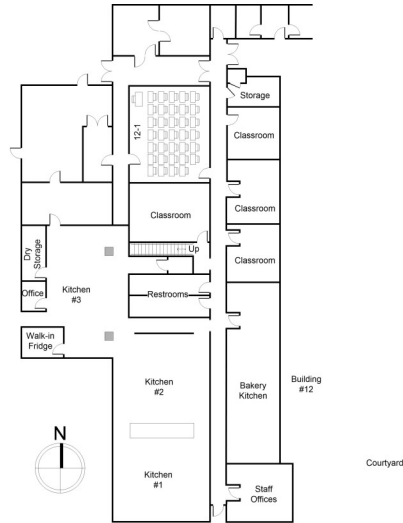
*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#



Facilities



Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:30 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost \$803.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office. Pharmacy Technician students will work with mock prescription labs.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

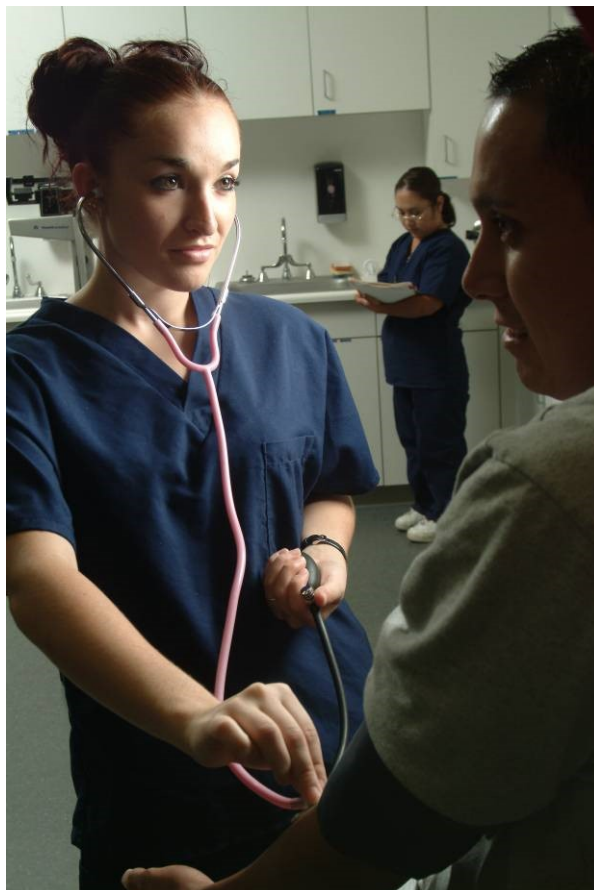
Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in res-

taurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition	\$ 17,872.00
Total	\$ 18,476.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 289.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,401.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 501.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,488.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 815.00
Tuition	\$ 17,888.00
Total	\$ 18,778.00

Human Resource Administrator (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 0.00
Tuition (Year 1)	\$ 13,476.00
Tuition (Year 2)	\$ 13,476.00
Total	\$ 27,027.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,508.00

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 45.00
DMV Fee	\$ 40.00
Books & Supplies	\$ 839.00
Tuition	\$ 17,968.00
Total	\$ 18,967.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 513.00
Tuition	\$ 15,744.00
Total	\$ 16,332.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 115.00
Books & Supplies	\$ 2,452.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,577.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,476.00	48	890	40
Criminology/Emergency Response (AOS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,401.00	97	1300	65
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,488.00	52	880	40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,778.00	48.5	800	40
Human Resource Administrator (AAS)	\$6,738.00	\$6,738.00	\$6,738.00	\$6,738.00		\$ 27,027.00	91	1200	60
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,508.00	47.5	860	40
Pharmacy Technician	\$8,984.00	\$8,984.00				\$18,976.00	47.5	860	40
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,332.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,335.00	\$10,335.00	\$10,335.00			\$ 32,935.00	62.5	1575	51

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Criminology/Emergency Response (AOS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Human Resource Administrator (AAS)	\$6,738.00	\$673.80	\$1,347.60	\$2,021.40	\$2,695.20	\$3,369.00	\$4,042.80
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

(Continued from page 11)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

(Continued on page 13)



Vocational Nursing Addendum

(Continued from page 12)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

(Continued from page 13)

Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

(Continued on page 15)



Vocational Nursing Addendum

(Continued from page 14)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Staff and Faculty

CAMPUS STAFF

Ezra Salas	Campus President
Phillip Maggard	Director of Education
Julie Smith	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Maria Valdez	Registrar
Carolina Torres	Receptionist
Alondra Macias	Receptionist/Administrative Support (VN)
Emily Fernandez	Receptionist
Christine Muhammad	Director of Admissions
Yesenia Gallo	Admissions Representative
Caitlyn Turner	Admissions Representative
Rebecca Hough	Admissions Representative
Jennifer O. Lindt	Admissions Representative
Tracy Stewart	Director of Career Services
Wendy Jones	Career Services Advisor
Christina Casillas	Director of Financial Aid
Gena Garibay	Lead Financial Aid Officer
Gladys Torres	Financial Aid Officer
Leanne Caulkins	Student Accounts / Financial Aid Clerk
Laura Hughes	Director of Student Services
Farrell Bolinger	LRC Coordinator/Penn Foster Coordinator

FACULTY

Business / General Education

Keely Christ	Pro. Dev. Instructor MA Organizational and Servant Leadership/ BA History/ Certified Life Mastery Consultant
Ashpreet Singh	Pro. Dev. Instructor BA Psychology, MA Health Administration/Education
Art Rodriguez	Gen. Ed. Instructor 14+ years instructor/ MA Business Administration / BS Social Science
Stephanie Nagle	Pro. Dev. Instructor
Melinda Bolinger	Adjunct Gen. Ed. Instructor PhD Philosophy and M.Ed

Culinary

Michael Eyerly	Culinary Division Program Director 7+years industry experience / AOS Culinary Arts Professional
Venessa Almanza	CAP/CAD Instructor

5+ years industry experience / AOS Culinary

Julio Cruz	CAS/CAP Instructor 5+ years industry experience/ AOS Culinary Arts Professional
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Ma Mora Martinez	CAS/CAP Instructor/Externship Coordinator 4+ years industry experience / AOS Culinary Arts Professional
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Andrea Pollock	CAD/CAP/BPS Instructor Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook.
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Sarah Principe	BPS Instructor 5+ years experience as an Executive Pastry Chef, 10+ years experience as a Pastry Chef
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Criminology

Jeffrey Podvin	Criminology Division Lead Instructor
Daniel Key	Adjunct CERM Instructor 31+ years industry experience / AA in Law Enforcement / BS Criminal Justice
Jack Smith	Adjunct CERM Instructor 39+ years law enforcement experience / 8 years Police Training Unit

Medical

Cynthia Koshko	Medical Division Program Director/ Externship Coordinator 20+ years medical assistant experience, Masters of Health Administration and BS Health Administration
Kellie Avara	MBOA Lead Instructor / Externship Coordinator 7+ years Professional Medical & Dental Billing, Coding, and Collections experience / AAPC Certified in ICD-10 / HIPAA Certified by CMS / Associates of Arts in Health Care Administration and Electronic Health Records (AAHCA/EHR) / BLS CPR Certified Instructor
Megan Goodeill	PMA Instructor 12+ years experience as a Medical Assistant/Office Manager
Sari De La Cruz	MBOA Adjunct Instructor 9+ years Professional Medical & Dental Billing, Coding, and Collections experience / AAPC Certified in ICD-10 / HIPAA Certified by CMS.

Stephanie Pullen	PMA Instructor
Steven Murdock	EMS Instructor

Nafisa Jaghuri	Pharmacy Tech. Instructor
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Pamela Cross	PMA Instructor (Continued on page 17)
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Staff and Faculty

(Continued from page 16)

Nursing

Paula Richards, RN, BSN, MHA	Director of Nursing
Wendy Crowley, RN, BA	Nursing Instructor 18+ years nursing experience/ BA Marine Biology and Anthropology/ ASN
Erin Trammell, LVN	Nursing Instructor 7+ years nursing experience/ AS Business Management
Amanda Joines, LVN	Nursing Instructor 12+ years nursing experience/ AS Vocational Nursing
Tasha Poslaniec, RN	Nursing Instructor 17+ years experience 15 years as Labor and Delivery Nurse and 2 years as Review Nurse
Rachael Knowles, LVN	Nursing Instructor
Loretta Peavey, RN, BSN	Nursing Instructor
Marion Thurmond, LVN	Nursing Instructor
Alondra Macias	Administrative Support

Technical

John Painter	HVAC Lead Instructor 7+ years industry experience / CCLB / EPA Proctor
Jerry Ragsdale	HVAC Instructor 20+ years industry experience
Adam Ragsdale	HVAC Instructor 4+ years industry experience
Robert Hernandez	HVAC Instructor 30+ years HVAC industry experience
Wayne Swan	HVAC Instructor



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2018 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
5601 Stoddard Road, Modesto, CA. 95356

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

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NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

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West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Modesto Branch Campus

Revised: January 17, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist

Culinary Arts Diploma

Heating, Ventilation & Air Conditioning

Medical Billing & Office Administration

Pharmacy Technician

Professional Medical Assistant

January 14, 2019.....	October 17, 2019
February 18, 2019	November 21, 2019
March 25, 2019	January 9, 2020
April 29, 2019	February 13, 2020
June 3, 2019.....	March 19, 2020
July 8, 2019	April 23, 2020
August 12, 2019	May 29, 2020
September 16, 2019.....	July 2, 2020
October 21, 2019.....	August 6, 2020
November 25, 2019.....	September 11, 2020

Vocational Nursing (Full Time)

March 18, 2019*	April 17, 2020
July 15, 2019*	August 14, 2020

**Refer to Main Catalog for
Program Descriptions**

*Pending Approval

Criminology/Emergency Response (AOS Degree)

January 14, 2019.....	April 23, 2020
February 18, 2019	May 29, 2020
March 25, 2019	July 2, 2020
April 29, 2019	August 6, 2020
June 3, 2019.....	September 11, 2020
July 8, 2019	October 15, 2020
August 12, 2019	November 19, 2020
September 16, 2019.....	January 7, 2021
October 21, 2019.....	February 11, 2021
November 25, 2019.....	March 18, 2021



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

1:00 p.m. to 5:30 p.m.

6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.

12:15 p.m. to 5:15 p.m.

5:30 p.m. to 10:30 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

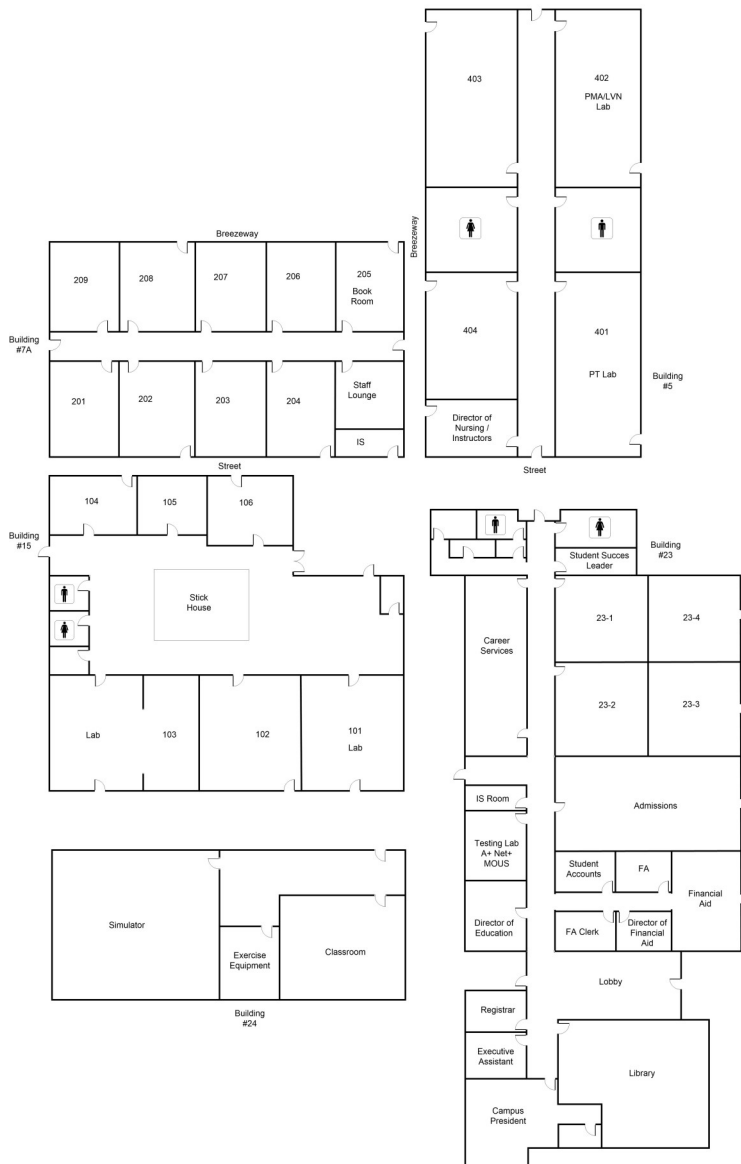
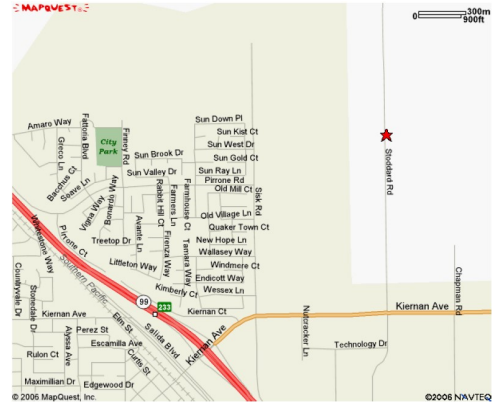
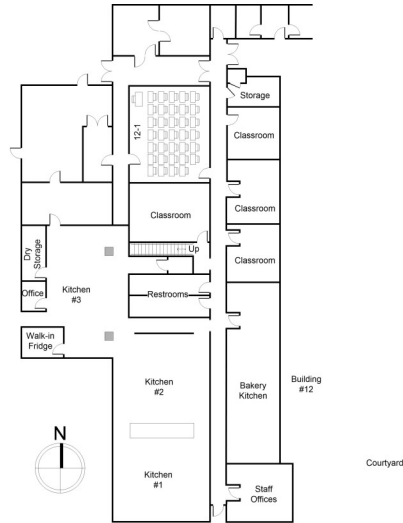
*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#



Facilities



Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:30 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost \$803.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office. Pharmacy Technician students will work with mock prescription labs.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

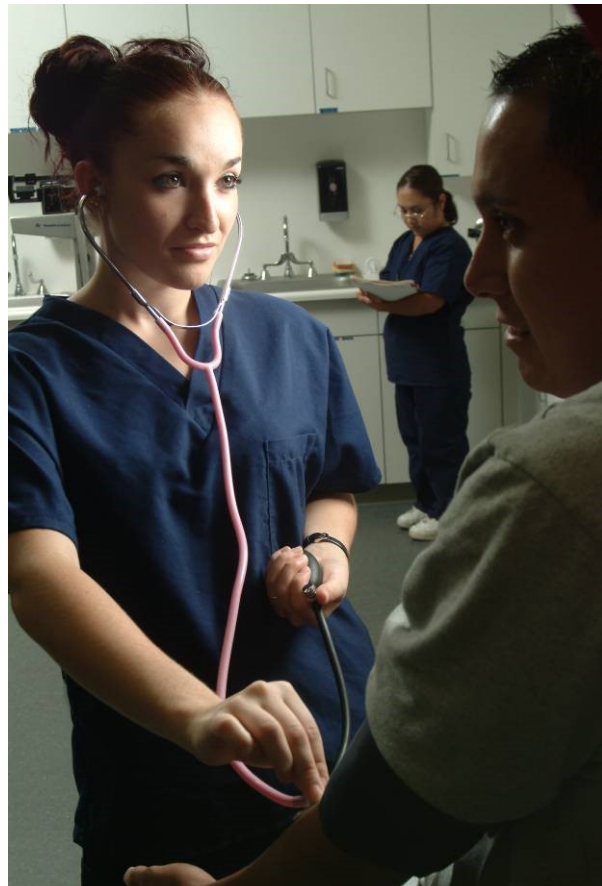
Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in res-

taurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition	\$ 17,872.00
Total	\$ 18,476.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 289.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,401.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 501.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,488.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 815.00
Tuition	\$ 17,888.00
Total	\$ 18,778.00

Human Resource Administrator (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 0.00
Tuition (Year 1)	\$ 13,476.00
Tuition (Year 2)	\$ 13,476.00
Total	\$ 27,027.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,508.00

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 45.00
DMV Fee	\$ 40.00
Books & Supplies	\$ 839.00
Tuition	\$ 17,968.00
Total	\$ 18,967.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 513.00
Tuition	\$ 15,744.00
Total	\$ 16,332.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 115.00
Books & Supplies	\$ 2,452.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,577.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,476.00	48	890	40
Criminology/Emergency Response (AOS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,401.00	97	1300	65
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,488.00	52	880	40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,778.00	48.5	800	40
Human Resource Administrator (AAS)	\$6,738.00	\$6,738.00	\$6,738.00	\$6,738.00		\$ 27,027.00	91	1200	60
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,508.00	47.5	860	40
Pharmacy Technician	\$8,984.00	\$8,984.00				\$18,976.00	47.5	860	40
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,332.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,335.00	\$10,335.00	\$10,335.00			\$ 32,935.00	62.5	1575	51

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Criminology/Emergency Response (AOS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Human Resource Administrator (AAS)	\$6,738.00	\$673.80	\$1,347.60	\$2,021.40	\$2,695.20	\$3,369.00	\$4,042.80
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

(Continued on page 12)



Vocational Nursing Addendum

(Continued from page 11)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

(Continued on page 13)



Vocational Nursing Addendum

(Continued from page 12)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

(Continued on page 14)



Vocational Nursing Addendum

(Continued from page 13)

Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

(Continued on page 15)



Vocational Nursing Addendum

(Continued from page 14)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Staff and Faculty

CAMPUS STAFF

Ezra Salas	Campus President
Phillip Maggard	Director of Education
Julie Smith	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Maria Valdez	Registrar
Carolina Torres	Receptionist
Alondra Macias	Receptionist/Administrative Support (VN)
Emily Fernandez	Receptionist
Christine Muhammad	Director of Admissions
Yesenia Gallo	Admissions Representative
Abigail Barajas	Admissions Representative
Rebecca Hough	Admissions Representative
Jennifer O. Lindt	Admissions Representative
Kyle Tieman	Admissions Representative
Tracy Stewart	Director of Career Services
Wendy Jones	Career Services Advisor
Jodi English	Career Services Advisor
Christina Casillas	Director of Financial Aid
Gena Garibay	Lead Financial Aid Officer
Gladys Torres	Financial Aid Officer
Leanne Caulkins	Student Accounts / Financial Aid Clerk
Laura Hughes	Director of Student Services
Farrell Bolinger	LRC Coordinator/Penn Foster Coordinator

FACULTY

Business / General Education

Keely Christ	Pro. Dev. Instructor MA Organizational and Servant Leadership/ BA History/ Certified Life Mastery Consultant
Ashpreet Singh	Pro. Dev. Instructor BA Psychology, MA Health Administration/Education
Stephanie Nagle	Pro. Dev. Instructor
Melinda Bolinger	Adjunct Gen. Ed. Instructor PhD Philosophy and M.Ed

Culinary

Michael Eyerly	Culinary Division Program Director 7+years industry experience / AOS Culinary Arts Professional
Julio Cruz	CAD Instructor 5+ years industry experience/ AOS Culinary Arts

Professional

Ma Mora Martinez	CAD/BPS Instructor/Externship Coordinator 4+ years industry experience / AOS Culinary Arts Professional
Andrea Pollock	CAD/BPS Instructor Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook.
Sarah Principe	BPS Instructor 5+ years experience as an Executive Pastry Chef, 10+ years experience as a Pastry Chef
Christopher McCoy	CAD Instructor

Criminology

Jeffrey Podvin	Criminology Division Lead Instructor
Daniel Key	Adjunct CERM Instructor 31+ years industry experience / AA in Law Enforcement / BS Criminal Justice
Jack Smith	Adjunct CERM Instructor 39+ years law enforcement experience / 8 years Police Training Unit
Timothy Thomas	CERM Instructor

Medical

Cynthia Koshko	Medical Division Program Director/ Externship Coordinator 20+ years medical assistant experience, Masters of Health Administration and BS Health Administration
Kellie Avara	MBOA Instructor 7+ years Professional Medical & Dental Billing, Coding, and Collections experience / AAPC Certified in ICD-10 / HIPAA Certified by CMS / Associates of Arts in Health Care Administration and Electronic Health Records (AAHCA/EHR) / BLS CPR Certified Instructor
Megan Goodeill	PMA Instructor 12+ years experience as a Medical Assistant/Office Manager
Sari De La Cruz	MBOA Adjunct Instructor 9+ years Professional Medical & Dental Billing, Coding, and Collections experience / AAPC Certified in ICD-10 / HIPAA Certified by CMS.
Stephanie Pullen	PMA Instructor
Steven Murdock	EMS Instructor
Nafisa Jaghuri	Pharmacy Tech. Instructor

(Continued on page 17)



Staff and Faculty

(Continued from page 16)

Pamela Cross	PMA Instructor
Ronald Temple	PMA Instructor
Joseph LeChuga	PMA Instructor

Nursing

Paula Richards, RN, BSN, MHA	Director of Nursing
Wendy Crowley, RN, BA	Nursing Instructor 18+ years nursing experience/ BA Marine Biology and Anthropology/ ASN
Erin Trammell, LVN	Nursing Instructor 7+ years nursing experience/ AS Business Management
Amanda Joines, LVN	Nursing Instructor 12+ years nursing experience/ AS Vocational Nursing
Tasha Poslaniec, RN	Nursing Instructor 17+ years experience 15 years as Labor and Delivery Nurse and 2 years as Review Nurse
Rachael Knowles, LVN	Nursing Instructor
Loretta Peavey, RN, BSN	Nursing Instructor
Marion Thurmond, LVN	Nursing Instructor
Alondra Macias	Administrative Support

Technical

John Painter	HVAC Lead Instructor 7+ years industry experience / CCLB / EPA Proctor
Jerry Ragsdale	HVAC Instructor 20+ years industry experience
Robert Hernandez	HVAC Instructor 30+ years HVAC industry experience
Wayne Swan	HVAC Instructor



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2018 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
5601 Stoddard Road, Modesto, CA. 95356

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

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Date

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2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Modesto Branch Campus

Revised: March 13, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist

Culinary Arts Diploma

Heating, Ventilation & Air Conditioning

Medical Billing & Office Administration

Pharmacy Technician

Professional Medical Assistant

January 14, 2019..... October 17, 2019
February 18, 2019 November 21, 2019
March 25, 2019 January 9, 2020
April 29, 2019 February 13, 2020
June 3, 2019..... March 19, 2020
July 8, 2019 April 23, 2020
August 12, 2019 May 29, 2020
September 16, 2019..... July 2, 2020
October 21, 2019..... August 6, 2020
November 25, 2019..... September 11, 2020

Vocational Nursing (Full Time)

March 18, 2019* April 17, 2020
July 15, 2019* August 14, 2020

**Refer to Main Catalog for
Program Descriptions**

*Pending Approval

Criminology/Emergency Response (AOS Degree)

January 14, 2019..... April 23, 2020
February 18, 2019 May 29, 2020
March 25, 2019 July 2, 2020
April 29, 2019 August 6, 2020
June 3, 2019..... September 11, 2020
July 8, 2019 October 15, 2020
August 12, 2019 November 19, 2020
September 16, 2019..... January 7, 2021
October 21, 2019..... February 11, 2021
November 25, 2019..... March 18, 2021



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

1:00 p.m. to 5:30 p.m.

6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.

12:15 p.m. to 5:15 p.m.

5:30 p.m. to 10:30 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

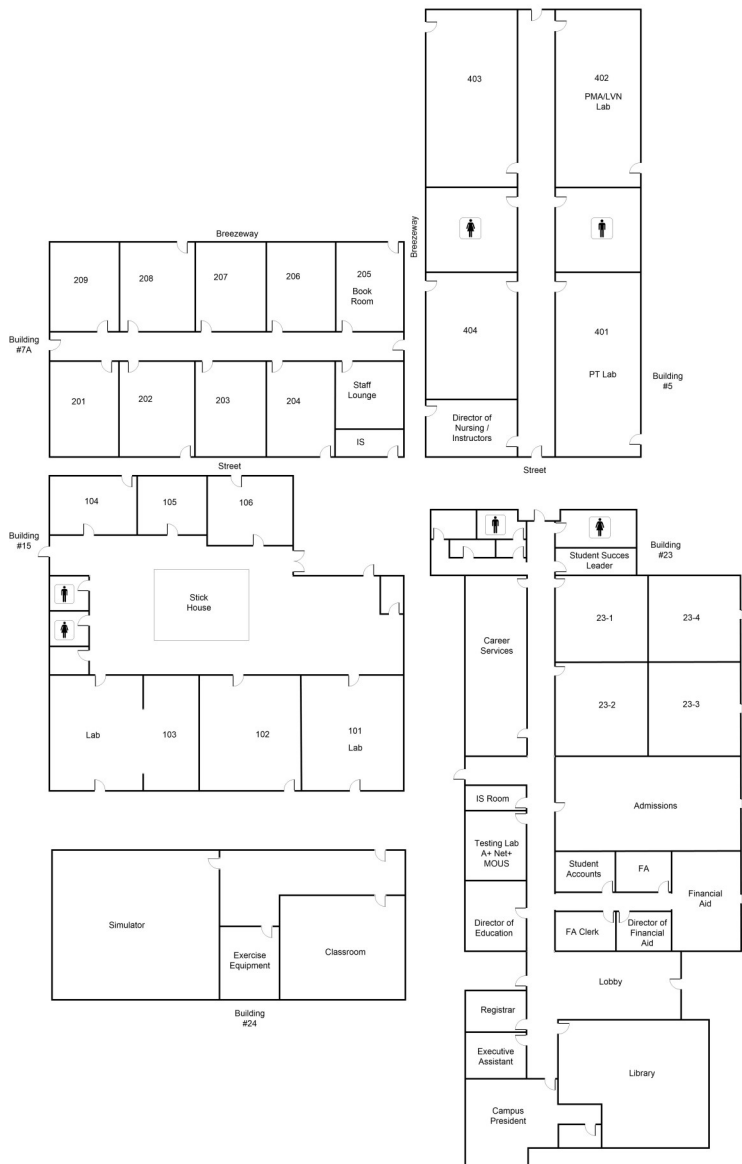
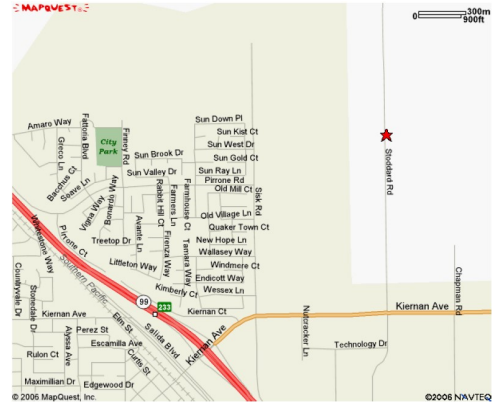
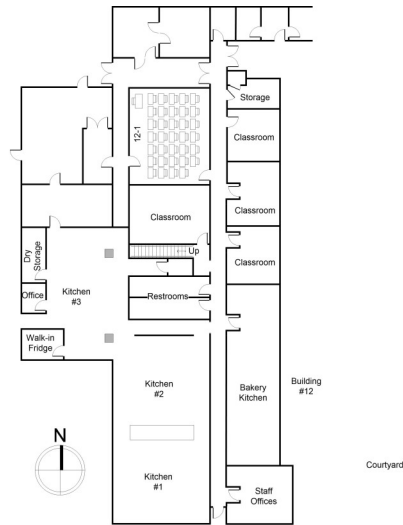
*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#



Facilities



Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:30 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost \$803.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office. Pharmacy Technician students will work with mock prescription labs.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

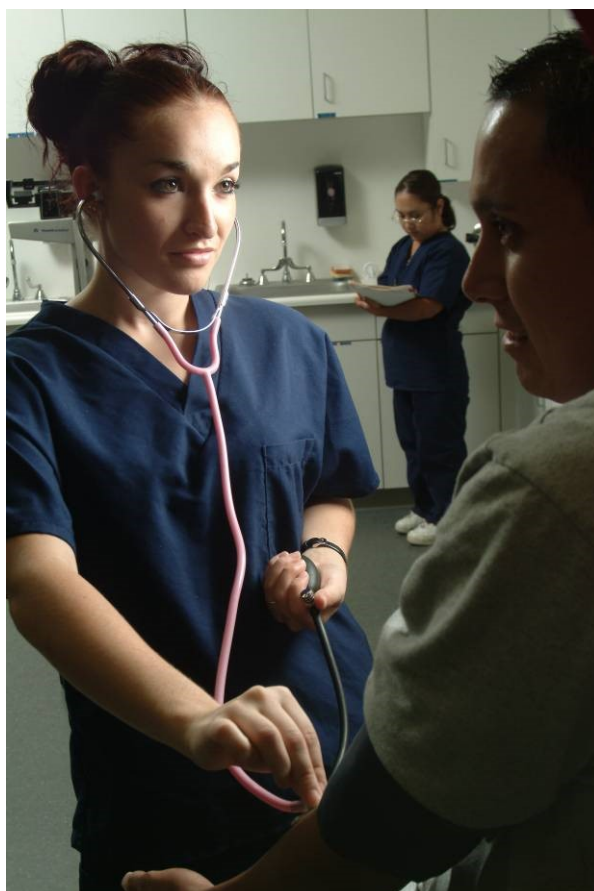
Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in res-

taurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition	\$ 17,872.00
Total	\$ 18,476.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 289.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,401.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 501.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,488.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 815.00
Tuition	\$ 17,888.00
Total	\$ 18,778.00

Human Resource Administrator (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 0.00
Tuition (Year 1)	\$ 13,476.00
Tuition (Year 2)	\$ 13,476.00
Total	\$ 27,027.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,508.00

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 85.00
Books & Supplies	\$ 869.00
Tuition	\$ 17,968.00
Total	\$ 18,997.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 513.00
Tuition	\$ 15,744.00
Total	\$ 16,332.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 115.00
Books & Supplies	\$ 2,452.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,577.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,476.00	48	890	40
Criminology/Emergency Response (AOS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,401.00	97	1300	65
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,488.00	52	880	40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,778.00	48.5	800	40
Human Resource Administrator (AAS)	\$6,738.00	\$6,738.00	\$6,738.00	\$6,738.00		\$ 27,027.00	91	1200	60
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,508.00	47.5	860	40
Pharmacy Technician	\$8,984.00	\$8,984.00				\$18,997.00	47.5	860	40
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,332.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,335.00	\$10,335.00	\$10,335.00			\$ 32,935.00	62.5	1575	51

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Criminology/Emergency Response (AOS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Human Resource Administrator (AAS)	\$6,738.00	\$673.80	\$1,347.60	\$2,021.40	\$2,695.20	\$3,369.00	\$4,042.80
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

(Continued on page 13)



Vocational Nursing Addendum

(Continued from page 12)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.
(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

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Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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Vocational Nursing Addendum

(Continued from page 14)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Staff and Faculty

CAMPUS STAFF

Ezra Salas	Campus President
Phillip Maggard	Director of Education
Julie Smith	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Maria Valdez	Registrar
Carolina Torres	Receptionist
Alondra Macias	Receptionist/Administrative Support (VN)
Emily Fernandez	Receptionist
Christine Muhammad	Director of Admissions
Yesenia Gallo	Admissions Representative
Abigail Barajas	Admissions Representative
Rebecca Hough	Admissions Representative
Jennifer O. Lindt	Admissions Representative
Kyle Tieman	Admissions Representative
Tracy Stewart	Director of Career Services
Wendy Jones	Career Services Advisor
Jodi English	Career Services Advisor
Christina Casillas	Director of Financial Aid
Gena Garibay	Lead Financial Aid Officer
Gladys Torres	Financial Aid Officer
Leanne Caulkins	Student Accounts / Financial Aid Clerk
Laura Hughes	Director of Student Services
Farrell Bolinger	LRC Coordinator/Penn Foster Coordinator

FACULTY

Business / General Education

Keely Christ	Pro. Dev. Instructor MA Organizational and Servant Leadership/ BA History/ Certified Life Mastery Consultant
Ashpreet Singh	Pro. Dev. Instructor BA Psychology, MA Health Administration/Education
Stephanie Nagle	Pro. Dev. Instructor
Melinda Bolinger	Adjunct Gen. Ed. Instructor PhD Philosophy and M.Ed

Culinary

Michael Eyerly	Culinary Division Program Director 7+years industry experience / AOS Culinary Arts Professional
Julio Cruz	CAD Instructor 5+ years industry experience/ AOS Culinary Arts

Professional

Ma Mora Martinez	CAD/BPS Instructor/Externship Coordinator 4+ years industry experience / AOS Culinary Arts Professional
Andrea Pollock	CAD/BPS Instructor Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook.
Sarah Principe	BPS Instructor 5+ years experience as an Executive Pastry Chef, 10+ years experience as a Pastry Chef
Christopher McCoy	CAD Instructor

Criminology

Jeffrey Podvin	Criminology Division Lead Instructor
Daniel Key	Adjunct CERM Instructor 31+ years industry experience / AA in Law Enforcement / BS Criminal Justice
Jack Smith	Adjunct CERM Instructor 39+ years law enforcement experience / 8 years Police Training Unit
Timothy Thomas	CERM Instructor

Medical

Cynthia Koshko	Medical Division Program Director/ Externship Coordinator 20+ years medical assistant experience, Masters of Health Administration and BS Health Administration
Kellie Avara	MBOA Instructor 7+ years Professional Medical & Dental Billing, Coding, and Collections experience / AAPC Certified in ICD-10 / HIPAA Certified by CMS / Associates of Arts in Health Care Administration and Electronic Health Records (AAHCA/EHR) / BLS CPR Certified Instructor
Megan Goodeill	PMA Instructor 12+ years experience as a Medical Assistant/Office Manager
Sari De La Cruz	MBOA Adjunct Instructor 9+ years Professional Medical & Dental Billing, Coding, and Collections experience / AAPC Certified in ICD-10 / HIPAA Certified by CMS.
Stephanie Pullen	PMA Instructor
Steven Murdock	EMS Instructor
Nafisa Jaghuri	Pharmacy Tech. Instructor

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Staff and Faculty

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Pamela Cross	PMA Instructor
Ronald Temple	PMA Instructor
Joseph LeChuga	PMA Instructor

Nursing

Paula Richards, RN, BSN, MHA	Director of Nursing
Wendy Crowley, RN, BA	Nursing Instructor 18+ years nursing experience/ BA Marine Biology and Anthropology/ ASN
Erin Trammell, LVN	Nursing Instructor 7+ years nursing experience/ AS Business Management
Amanda Joines, LVN	Nursing Instructor 12+ years nursing experience/ AS Vocational Nursing
Tasha Poslaniec, RN	Nursing Instructor 17+ years experience 15 years as Labor and Delivery Nurse and 2 years as Review Nurse
Rachael Knowles, LVN	Nursing Instructor
Loretta Peavey, RN, BSN	Nursing Instructor
Marion Thurmond, LVN	Nursing Instructor
Alondra Macias	Administrative Support

Technical

John Painter	HVAC Lead Instructor 7+ years industry experience / CCLB / EPA Proctor
Jerry Ragsdale	HVAC Instructor 20+ years industry experience
Robert Hernandez	HVAC Instructor 30+ years HVAC industry experience
Wayne Swan	HVAC Instructor



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2018 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
5601 Stoddard Road, Modesto, CA. 95356

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

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I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

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West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Modesto Branch Campus

Revised: April 24, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist

Culinary Arts Diploma

Heating, Ventilation & Air Conditioning

Medical Billing & Office Administration

Pharmacy Technician

Professional Medical Assistant

January 14, 2019.....	October 17, 2019
February 18, 2019	November 21, 2019
March 25, 2019	January 9, 2020
April 29, 2019	February 13, 2020
June 3, 2019.....	March 19, 2020
July 8, 2019	April 23, 2020
August 12, 2019	May 29, 2020
September 16, 2019.....	July 2, 2020
October 21, 2019.....	August 6, 2020
November 25, 2019.....	September 11, 2020

Vocational Nursing (Full Time)

March 18, 2019*	April 17, 2020
July 15, 2019*	August 14, 2020

**Refer to Main Catalog for
Program Descriptions**

*Pending Approval

Criminology/Emergency Response (AOS Degree)

January 14, 2019.....	April 23, 2020
February 18, 2019	May 29, 2020
March 25, 2019	July 2, 2020
April 29, 2019	August 6, 2020
June 3, 2019.....	September 11, 2020
July 8, 2019	October 15, 2020
August 12, 2019	November 19, 2020
September 16, 2019.....	January 7, 2021
October 21, 2019.....	February 11, 2021
November 25, 2019.....	March 18, 2021



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

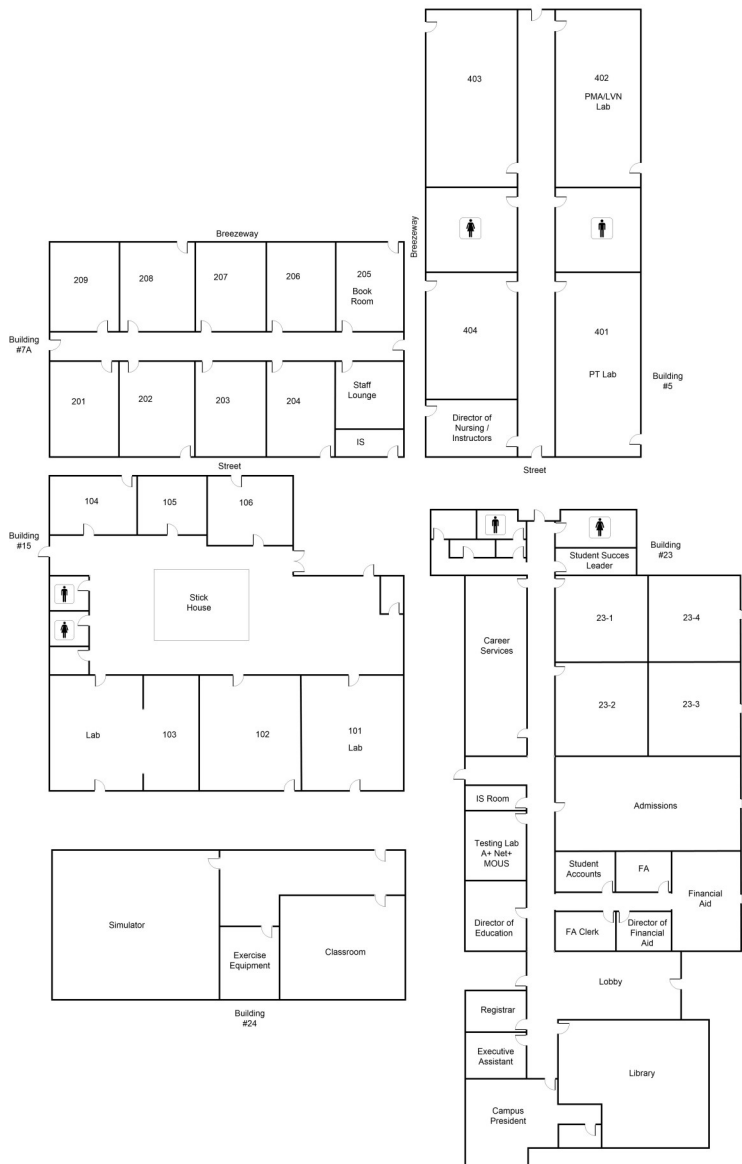
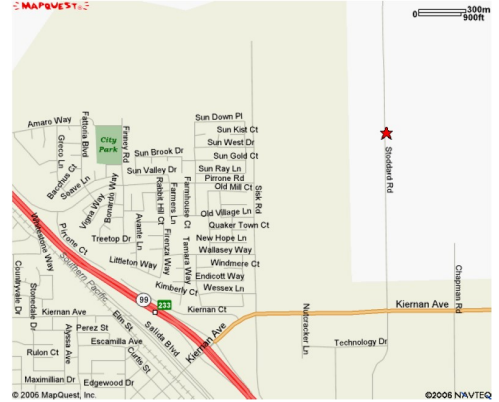
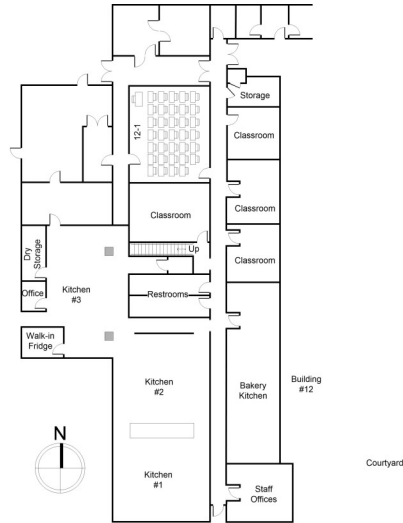
*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#



Facilities



Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:30 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost \$803.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office. Pharmacy Technician students will work with mock prescription labs.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

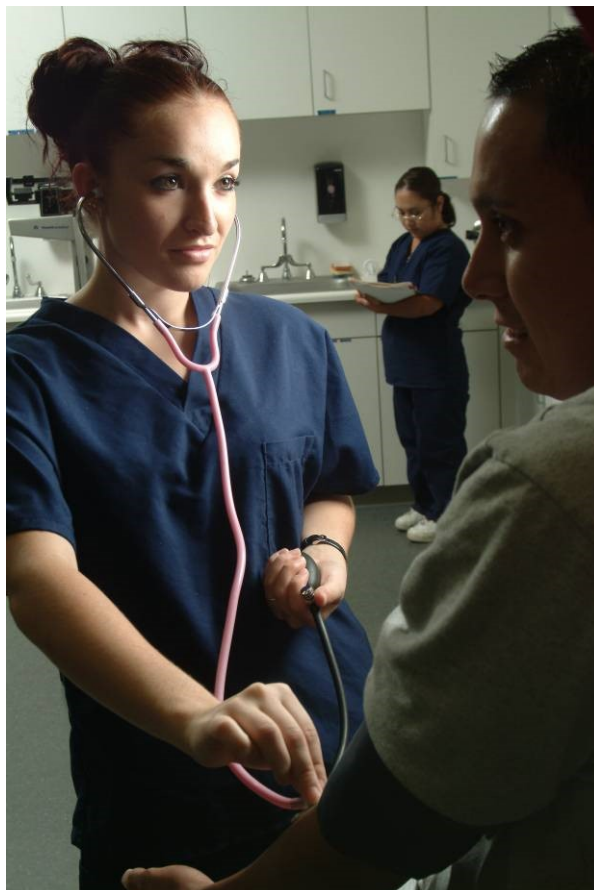
Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in res-

taurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition	\$ 17,872.00
Total	\$ 18,476.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 289.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,401.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 501.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,488.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 815.00
Tuition	\$ 17,888.00
Total	\$ 18,778.00

Human Resource Administrator (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 0.00
Tuition (Year 1)	\$ 13,476.00
Tuition (Year 2)	\$ 13,476.00
Total	\$ 27,027.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,508.00

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 85.00
Books & Supplies	\$ 869.00
Tuition	\$ 17,968.00
Total	\$ 18,997.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 513.00
Tuition	\$ 15,744.00
Total	\$ 16,332.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 115.00
Books & Supplies	\$ 2,452.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,577.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,476.00	48	890	40
Criminology/Emergency Response (AOS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,401.00	97	1300	65
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,488.00	52	880	40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,778.00	48.5	800	40
Human Resource Administrator (AAS)	\$6,738.00	\$6,738.00	\$6,738.00	\$6,738.00		\$ 27,027.00	91	1200	60
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,508.00	47.5	860	40
Pharmacy Technician	\$8,984.00	\$8,984.00				\$18,997.00	47.5	860	40
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,332.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,335.00	\$10,335.00	\$10,335.00			\$ 32,935.00	62.5	1575	51

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Criminology/Emergency Response (AOS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Human Resource Administrator (AAS)	\$6,738.00	\$673.80	\$1,347.60	\$2,021.40	\$2,695.20	\$3,369.00	\$4,042.80
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

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Vocational Nursing Addendum

(Continued from page 12)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

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Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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Vocational Nursing Addendum

(Continued from page 14)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Catalog Changes: Criminology & Emergency Response Management - AOS

COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will receive an **ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE**.

CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ250, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ250). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 250 is dependent upon your campus location.

CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer*, Peace Officer*, Reserve Peace Officer*, Deputy Sheriff*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer, Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of the IOT catalog to view the list of Standard Occupational Classifica-



tion (SOC) Codes available to graduates of this program.

*An academy will be required after graduation from IOT.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. See your admissions representative for available class times.

REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.



Catalog Changes: Criminology & Emergency Response Management - AOS (cont.)

CJ100 Laws & Regulations

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

CJ110 Criminal Procedures

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices. Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

CJ120 Citizen Interaction and Suspect Control

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices. The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

CJ130 Report Writing

(100 Hours / 6.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

CJ140 Corrections

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

CJ250 Correctional Institutions

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

EM120 Emergency Management and Security Services

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

CJ170 Crime Scene Technician

(50 Hours / 3.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.



Catalog Changes: Criminology & Emergency Response Management - AOS (cont.)

EM133 – First Responder

(100 Hours / 6.5 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI). **Responder Certification outcomes for this course are dependent upon your campus location.** The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to contin-



uously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.



Catalog Changes: Criminology & Emergency Response Management - AOS (cont.)

ENG100 English

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Staff and Faculty

CAMPUS STAFF

Ezra Salas	Campus President
Philip Maggard	Director of Education
Julie Smith	HR Coordinator / Executive Assistant
Tisha LeCouve, MSN	Director of Nursing
Maria Valdez	Registrar
Carolina Torres	Receptionist
Alondra Macias	Receptionist/Administrative Support (VN)
Emily Fernandez	Receptionist
Christine Muhammad	Director of Admissions
Yesenia Gallo	Admissions Representative
Abigail Barajas	Admissions Representative
Rebecca Hough	Admissions Representative
Jennifer O. Lindt	Admissions Representative
Kyle Tieman	Admissions Representative
Tracy Stewart	Director of Career Services
Wendy Jones	Career Services Advisor
Jaclynn Holland	Career Services Advisor
Christina Casillas	Director of Financial Aid
Gena Garibay	Lead Financial Aid Officer
Gladys Torres	Financial Aid Officer
Leanne Caulkins	Student Accounts / Financial Aid Clerk
Laura Hughes	Director of Student Services
Farrell Bolinger	LRC Coordinator/Penn Foster Coordinator

FACULTY

Business / General Education

Keely Christ	Pro. Dev. And Gen. Ed. Instructor MA Organizational and Servant Leadership/ BA History/ Certified Life Mastery Consultant
Ashpreet Singh	Pro. Dev. Instructor BA Psychology, MA Health Administration/Education
Stephanie Nagle	Pro. Dev. Instructor
Kathleen Costa	Pro. Dev. And Gen. Ed. Instructor BS Communication, 30 years of industry experience

Culinary

Michael Eyerly	Culinary Division Program Director 7+years industry experience / AOS Culinary Arts Professional
Julio Cruz	CAD Instructor 5+ years industry experience/ AOS Culinary Arts

Professional

Ma Mora Martinez	CAD/BPS Instructor/Externship Coordinator 4+ years industry experience / AOS Culinary Arts Professional
Andrea Pollock	CAD/BPS Instructor Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook
Sarah Principe	BPS Instructor 5+ years experience as an Executive Pastry Chef, 10+ years experience as a Pastry Chef
Christopher McCoy	CAD Instructor AOS Culinary Arts, 3+ years of industry experience

Criminology

Jeffrey Podvin	Criminology Division Lead Instructor NSE - Certificate, 5 years Peace Officer experience
Daniel Key	Adjunct CERM Instructor 31+ years industry experience / AA in Law Enforcement / BS Criminal Justice
Jack Smith	Adjunct CERM Instructor 39+ years law enforcement experience / 8 years Police Training Unit
Timothy Thomas	CERM Instructor BA Criminal Justice/MA Criminal Justice, 20+ years experience law enforcement and security

Medical

Cynthia Koshko	Medical Division Program Director/ Externship Coordinator 20+ years medical assistant experience, Masters of Health Administration and BS Health Administration
Kellie Avara	MBOA Instructor 7+ years Professional Medical & Dental Billing, Coding, and Collections experience / AAPC Certified in ICD-10 / HIPAA Certified by CMS / Associates of Arts in Health Care Administration and Electronic Health Records (AAHCA/EHR) / BLS CPR Certified Instructor
Megan Goodeill	PMA Instructor 12+ years experience as a Medical Assistant/Office Manager
Sari De La Cruz	MBOA Adjunct Instructor 9+ years Professional Medical & Dental Billing, Coding, and Collections experience / AAPC Certified in ICD-10 / HIPAA Certified by CMS.
Stephanie Pullen	PMA Instructor BA-Healthcare Administration, CMA, 6+ years Medical Assistant experience
Steven Murdock	EMS Instructor AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic,

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Staff and Faculty

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William Calderon

HVAC Instructor

33 years industry experience

Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor

MA Public Health, CPhT, CCMA, 12 years of industry experience

Pamela Cross PMA Instructor

MA Health Science, 40 years of industry experience

Ronald Temple PMA Instructor

MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor

FNP, PA, RMA, 20+ years industry experience

Nursing

Tisha LeCouve, MSN Director of Nursing

Wendy Crowley, RN, BA Nursing Instructor

18+ years nursing experience/ BA Marine Biology and Anthropology/ ASN

Erin Trammell, LVN Nursing Instructor

7+ years nursing experience/ AS Business Management

Amanda Joines, LVN Nursing Instructor

12+ years nursing experience/ AS Vocational Nursing

Tasha Poslaniec, RN Nursing Instructor

17+ years experience 15 years as Labor and Delivery Nurse and 2 years as Review Nurse

Rachael Knowles, LVN Nursing Instructor

Loretta Peavey, RN, BSN Nursing Instructor

10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor

BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology

Nursing & Anatomy & Physiology Instructor

30+ years industry experience

Alondra Macias Administrative Support

Technical

John Painter HVAC Lead Instructor

7+ years industry experience / CCLB / EPA Proctor

Jerry Ragsdale HVAC Instructor

20+ years industry experience

Robert Hernandez HVAC Instructor

30+ years HVAC industry experience

Wayne Swan HVAC Instructor

30+ years industry experience, electrical instrumentation tradesperson



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
5601 Stoddard Road, Modesto, CA. 95356

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

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Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

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Phone: (916) 431-6959
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Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Modesto Branch Campus

Revised: May 2, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 14, 2019..... October 17, 2019
February 18, 2019 November 21, 2019
March 25, 2019 January 9, 2020
April 29, 2019 February 13, 2020
June 3, 2019..... March 19, 2020
July 8, 2019 April 23, 2020
August 12, 2019 May 29, 2020
September 16, 2019..... July 2, 2020
October 21, 2019..... August 6, 2020
November 25, 2019..... September 11, 2020

Vocational Nursing (Full Time)

March 18, 2019* April 17, 2020
July 15, 2019* August 14, 2020

**Refer to Main Catalog for
Program Descriptions**

*Pending Approval

Criminology/Emergency Response (AOS Degree)

January 14, 2019..... April 23, 2020
February 18, 2019 May 29, 2020
March 25, 2019 July 2, 2020
April 29, 2019 August 6, 2020
June 3, 2019..... September 11, 2020
July 8, 2019 October 15, 2020
August 12, 2019 November 19, 2020
September 16, 2019..... January 7, 2021
October 21, 2019..... February 11, 2021
November 25, 2019..... March 18, 2021



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

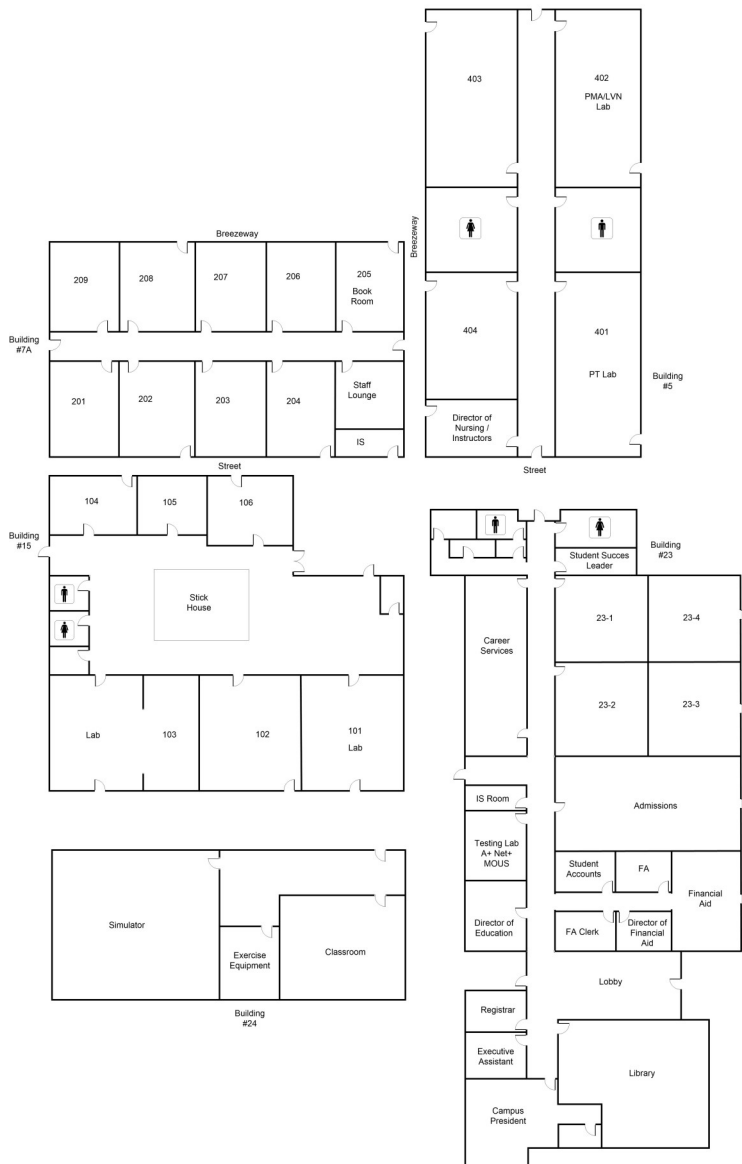
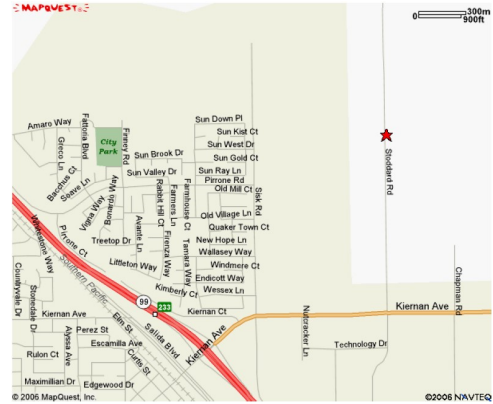
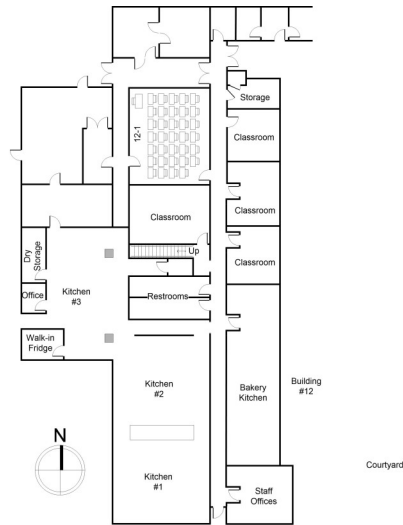
*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#



Facilities



Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:30 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost \$803.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office. Pharmacy Technician students will work with mock prescription labs.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

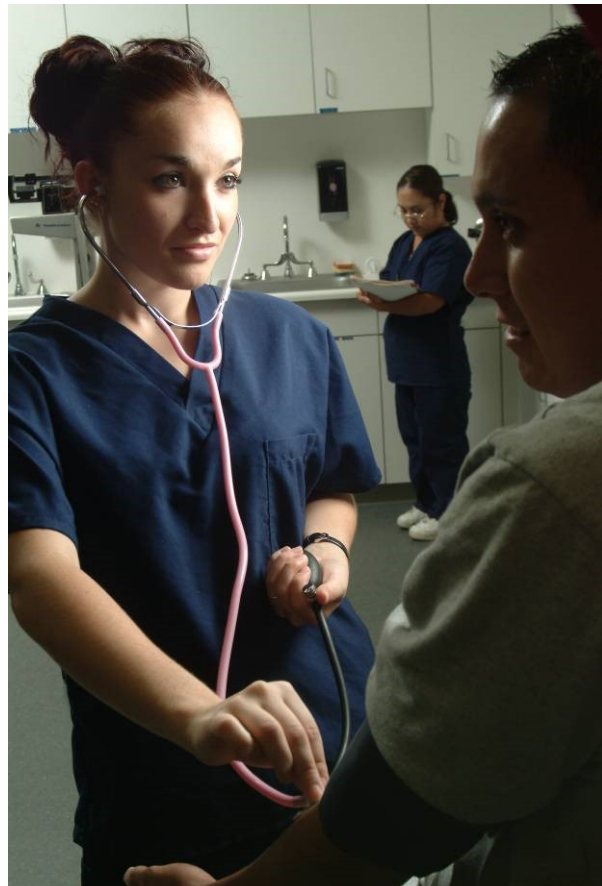
Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in res-

taurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition	\$ 17,872.00
Total	\$ 18,476.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 289.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,401.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 501.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,488.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 815.00
Tuition	\$ 17,888.00
Total	\$ 18,778.00

Human Resource Administrator (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 0.00
Tuition (Year 1)	\$ 13,476.00
Tuition (Year 2)	\$ 13,476.00
Total	\$ 27,027.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,508.00

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 85.00
Books & Supplies	\$ 869.00
Tuition	\$ 17,968.00
Total	\$ 18,997.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 513.00
Tuition	\$ 15,744.00
Total	\$ 16,332.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 115.00
Books & Supplies	\$ 2,452.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,577.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,476.00	48	890	40
Criminology/Emergency Response (AOS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,401.00	97	1300	65
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,488.00	52	880	40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,778.00	48.5	800	40
Human Resource Administrator (AAS)	\$6,738.00	\$6,738.00	\$6,738.00	\$6,738.00		\$ 27,027.00	91	1200	60
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,508.00	47.5	860	40
Pharmacy Technician	\$8,984.00	\$8,984.00				\$18,997.00	47.5	860	40
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,332.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,335.00	\$10,335.00	\$10,335.00			\$ 34,577.00	62.5	1575	51

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Criminology/Emergency Response (AOS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Human Resource Administrator (AAS)	\$6,738.00	\$673.80	\$1,347.60	\$2,021.40	\$2,695.20	\$3,369.00	\$4,042.80
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

(Continued on page 12)



Vocational Nursing Addendum

(Continued from page 11)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

(Continued on page 13)



Vocational Nursing Addendum

(Continued from page 12)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.
(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

(Continued on page 14)



Vocational Nursing Addendum

(Continued from page 13)

Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

(Continued on page 15)



Vocational Nursing Addendum

(Continued from page 14)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Catalog Changes: Criminology & Emergency Response Management - AOS

COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will receive an **ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE**.

CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ250, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ250). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 250 is dependent upon your campus location.

CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer*, Peace Officer*, Reserve Peace Officer*, Deputy Sheriff*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer, Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of the IOT catalog to view the list of Standard Occupational Classifica-



tion (SOC) Codes available to graduates of this program.

*An academy will be required after graduation from IOT.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. See your admissions representative for available class times.

REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.



Catalog Changes: Criminology & Emergency Response Management - AOS (cont.)

CJ100 Laws & Regulations

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

CJ110 Criminal Procedures

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices. Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

CJ120 Citizen Interaction and Suspect Control

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices. The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

CJ130 Report Writing

(100 Hours / 6.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

CJ140 Corrections

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

CJ250 Correctional Institutions

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

EM120 Emergency Management and Security Services

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

CJ170 Crime Scene Technician

(50 Hours / 3.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.



Catalog Changes: Criminology & Emergency Response Management - AOS (cont.)

EM133 – First Responder

(100 Hours / 6.5 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI). **Responder Certification outcomes for this course are dependent upon your campus location.** The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to contin-



uously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.



Catalog Changes: Criminology & Emergency Response Management - AOS (cont.)

ENG100 English

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Staff and Faculty

CAMPUS STAFF

Ezra Salas	Campus President
Philip Maggard	Director of Education
Julie Smith	HR Coordinator / Executive Assistant
Tisha LeCouve, MSN	Director of Nursing
Maria Valdez	Registrar
Carolina Torres	Receptionist
Alondra Macias	Receptionist/Administrative Support (VN)
Emily Fernandez	Receptionist
Christine Muhammad	Director of Admissions
Yesenia Gallo	Admissions Representative
Abigail Barajas	Admissions Representative
Rebecca Hough	Admissions Representative
Jennifer O. Lindt	Admissions Representative
Kyle Tieman	Admissions Representative
Tracy Stewart	Director of Career Services
Wendy Jones	Career Services Advisor
Jaclynn Holland	Career Services Advisor
Christina Casillas	Director of Financial Aid
Gena Garibay	Lead Financial Aid Officer
Gladys Torres	Financial Aid Officer
Leanne Caulkins	Student Accounts / Financial Aid Clerk
Laura Hughes	Director of Student Services
Farrell Bolinger	LRC Coordinator/Penn Foster Coordinator

FACULTY

Business / General Education

Keely Christ	Pro. Dev. And Gen. Ed. Instructor MA Organizational and Servant Leadership/ BA History/ Certified Life Mastery Consultant
Ashpreet Singh	Pro. Dev. Instructor BA Psychology, MA Health Administration/Education
Stephanie Nagle	Pro. Dev. Instructor
Kathleen Costa	Pro. Dev. And Gen. Ed. Instructor BS Communication, 30 years of industry experience

Culinary

Michael Eyerly	Culinary Division Program Director 7+years industry experience / AOS Culinary Arts Professional
Julio Cruz	CAD Instructor 5+ years industry experience/ AOS Culinary Arts

Professional

Ma Mora Martinez	CAD/BPS Instructor/Externship Coordinator 4+ years industry experience / AOS Culinary Arts Professional
Andrea Pollock	CAD/BPS Instructor Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook
Sarah Principe	BPS Instructor 5+ years experience as an Executive Pastry Chef, 10+ years experience as a Pastry Chef
Christopher McCoy	CAD Instructor AOS Culinary Arts, 3+ years of industry experience

Criminology

Jeffrey Podvin	Criminology Division Lead Instructor NSE - Certificate, 5 years Peace Officer experience
Daniel Key	Adjunct CERM Instructor 31+ years industry experience / AA in Law Enforcement / BS Criminal Justice
Jack Smith	Adjunct CERM Instructor 39+ years law enforcement experience / 8 years Police Training Unit
Timothy Thomas	CERM Instructor BA Criminal Justice/MA Criminal Justice, 20+ years experience law enforcement and security

Medical

Cynthia Koshko	Medical Division Program Director/ Externship Coordinator 20+ years medical assistant experience, Masters of Health Administration and BS Health Administration
Kellie Avara	MBOA Instructor 7+ years Professional Medical & Dental Billing, Coding, and Collections experience / AAPC Certified in ICD-10 / HIPAA Certified by CMS / Associates of Arts in Health Care Administration and Electronic Health Records (AAHCA/EHR) / BLS CPR Certified Instructor
Megan Goodeill	PMA Instructor 12+ years experience as a Medical Assistant/Office Manager
Sari De La Cruz	MBOA Adjunct Instructor 9+ years Professional Medical & Dental Billing, Coding, and Collections experience / AAPC Certified in ICD-10 / HIPAA Certified by CMS.
Stephanie Pullen	PMA Instructor BA-Healthcare Administration, CMA, 6+ years Medical Assistant experience
Steven Murdock	EMS Instructor AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic,

(Continued on page 21)



Staff and Faculty

(Continued from page 20)

William Calderon

HVAC Instructor

33 years industry experience

Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor

MA Public Health, CPhT, CCMA, 12 years of industry experience

Pamela Cross PMA Instructor

MA Health Science, 40 years of industry experience

Ronald Temple PMA Instructor

MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor

FNP, PA, RMA, 20+ years industry experience

Nursing

Tisha LeCouve, MSN Director of Nursing

Wendy Crowley, RN, BA Nursing Instructor

18+ years nursing experience/ BA Marine Biology and Anthropology/ ASN

Erin Trammell, LVN Nursing Instructor

7+ years nursing experience/ AS Business Management

Amanda Joines, LVN Nursing Instructor

12+ years nursing experience/ AS Vocational Nursing

Tasha Poslaniec, RN Nursing Instructor

17+ years experience 15 years as Labor and Delivery Nurse and 2 years as Review Nurse

Rachael Knowles, LVN Nursing Instructor

Loretta Peavey, RN, BSN Nursing Instructor

10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor

BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology

Nursing & Anatomy & Physiology Instructor

30+ years industry experience

Alondra Macias Administrative Support

Technical

John Painter HVAC Lead Instructor

7+ years industry experience / CCLB / EPA Proctor

Jerry Ragsdale HVAC Instructor

20+ years industry experience

Robert Hernandez HVAC Instructor

30+ years HVAC industry experience

Wayne Swan HVAC Instructor

30+ years industry experience, electrical instrumentation tradesperson



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
5601 Stoddard Road, Modesto, CA. 95356

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Modesto Branch Campus

Revised: June 28, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist

Culinary Arts Diploma

Heating, Ventilation & Air Conditioning

Medical Billing & Office Administration

Pharmacy Technician

Professional Medical Assistant

January 14, 2019.....	October 17, 2019
February 18, 2019	November 21, 2019
March 25, 2019	January 9, 2020
April 29, 2019	February 13, 2020
June 3, 2019.....	March 19, 2020
July 8, 2019	April 23, 2020
August 12, 2019	May 29, 2020
September 16, 2019.....	July 2, 2020
October 21, 2019.....	August 6, 2020
November 25, 2019.....	September 11, 2020

Vocational Nursing (Full Time)

March 18, 2019*	April 17, 2020
July 15, 2019*	August 14, 2020

**Refer to Main Catalog for
Program Descriptions**

*Pending Approval

Criminology/Emergency Response (AOS Degree)

January 14, 2019.....	April 23, 2020
February 18, 2019	May 29, 2020
March 25, 2019	July 2, 2020
April 29, 2019	August 6, 2020
June 3, 2019.....	September 11, 2020
July 8, 2019	October 15, 2020
August 12, 2019	November 19, 2020
September 16, 2019.....	January 7, 2021
October 21, 2019.....	February 11, 2021
November 25, 2019.....	March 18, 2021



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

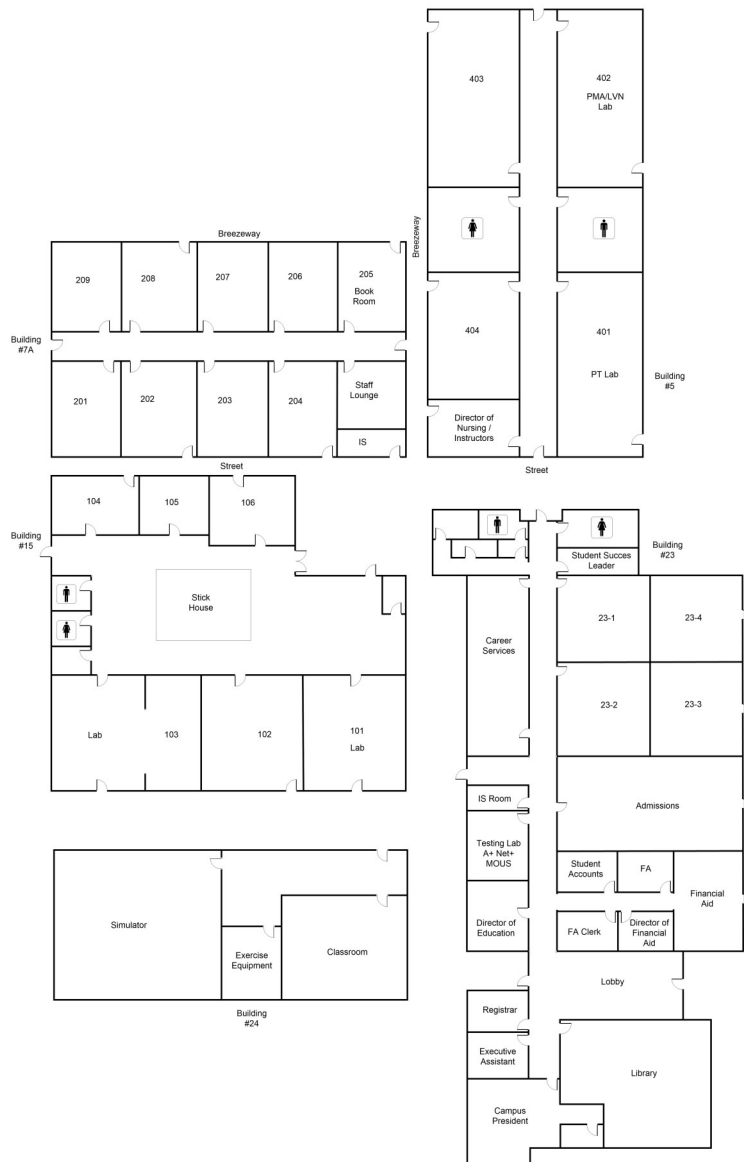
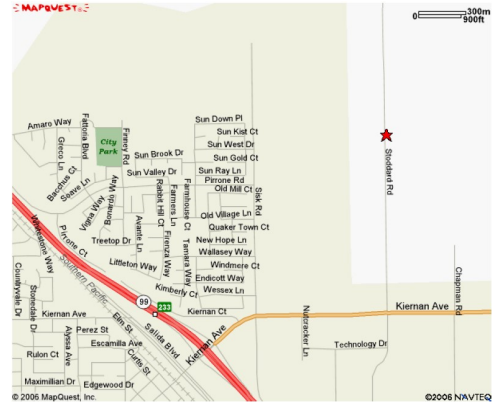
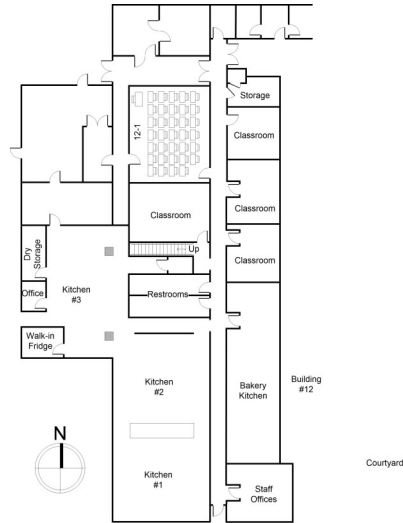
*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#



Facilities



Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:30 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost \$803.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office. Pharmacy Technician students will work with mock prescription labs.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

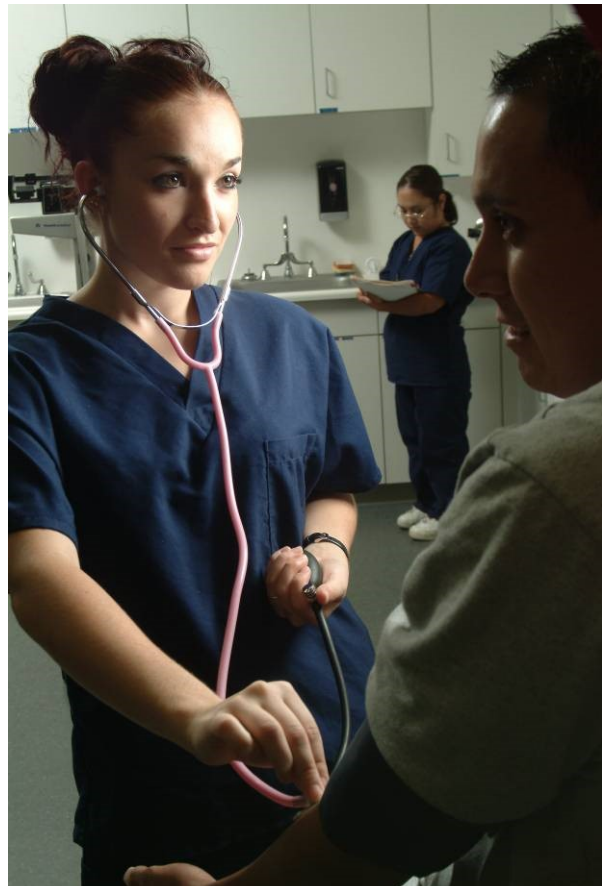
Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in res-

taurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition	\$ 17,872.00
Total	\$ 18,476.00

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 146.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,258.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 501.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,488.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 815.00
Tuition	\$ 17,888.00
Total	\$ 18,778.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,508.00

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 85.00
Books & Supplies	\$ 869.00
Tuition	\$ 17,968.00
Total	\$ 18,997.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 513.00
Tuition	\$ 15,744.00
Total	\$ 16,332.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 115.00
Books & Supplies	\$ 2,452.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,577.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,476.00	48	890	40
Criminology/Emergency Response (AOS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,258.00	97	1300	65
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,488.00	52	880	40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,778.00	48.5	800	40
Human Resource Administrator (AAS)	\$6,738.00	\$6,738.00	\$6,738.00	\$6,738.00		\$ 27,027.00	91	1200	60
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,508.00	47.5	860	40
Pharmacy Technician	\$8,984.00	\$8,984.00				\$18,997.00	47.5	860	40
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,332.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,335.00	\$10,335.00	\$10,335.00			\$ 34,577.00	62.5	1575	51

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Criminology/Emergency Response (AOS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Human Resource Administrator (AAS)	\$6,738.00	\$673.80	\$1,347.60	\$2,021.40	\$2,695.20	\$3,369.00	\$4,042.80
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

(Continued on page 12)



Vocational Nursing Addendum

(Continued from page 11)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

(Continued on page 13)



Vocational Nursing Addendum

(Continued from page 12)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

(Continued on page 14)



Vocational Nursing Addendum

(Continued from page 13)

Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

(Continued on page 15)



Vocational Nursing Addendum

(Continued from page 14)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Catalog Changes: Criminology & Emergency Response Management - AOS

COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will receive an **ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE**.

CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ250, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ250). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 250 is dependent upon your campus location.

CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer*, Peace Officer*, Reserve Peace Officer*, Deputy Sheriff*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer, Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of the IOT catalog to view the list of Standard Occupational Classifica-



tion (SOC) Codes available to graduates of this program.

*An academy will be required after graduation from IOT.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. See your admissions representative for available class times.

REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.



Catalog Changes: Criminology & Emergency Response Management - AOS (cont.)

CJ100 Laws & Regulations

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

CJ110 Criminal Procedures

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices. Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

CJ120 Citizen Interaction and Suspect Control

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices. The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

CJ130 Report Writing

(100 Hours / 6.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

CJ140 Corrections

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

CJ250 Correctional Institutions

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

EM120 Emergency Management and Security Services

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

CJ170 Crime Scene Technician

(50 Hours / 3.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.



Catalog Changes: Criminology & Emergency Response Management - AOS (cont.)

EM133 – First Responder

(100 Hours / 6.5 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI). **Responder Certification outcomes for this course are dependent upon your campus location.** The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to contin-



uously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.



Catalog Changes: Criminology & Emergency Response Management - AOS (cont.)

ENG100 English

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Staff and Faculty

CAMPUS STAFF

Ezra Salas	Campus President
Philip Maggard	Director of Education
Julie Smith	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Maria Valdez	Registrar
Carolina Torres	Receptionist
Alondra Macias	Receptionist/Administrative Support (VN)
Christine Muhammad	Director of Admissions
Yesenia Gallo	Admissions Representative
Abigail Barajas	Admissions Representative
Rebecca Hough	Admissions Representative
Jennifer O. Lindt	Admissions Representative
Kyle Tieman	Admissions Representative
Tracy Stewart	Director of Career Services
Wendy Jones	Career Services Advisor
Jaclynn Holland	Career Services Advisor
Christina Casillas	Director of Financial Aid
Gena Garibay	Lead Financial Aid Officer
Gladys Torres	Financial Aid Officer
Leanne Caulkins	Student Accounts / Financial Aid Clerk
Laura Hughes	Director of Student Services
Farrell Bolinger	LRC Coordinator/Penn Foster Coordinator

FACULTY

Professional Development / General Education

Keely Christ	Pro. Dev. And Gen. Ed. Instructor MA Organizational and Servant Leadership/ BA History/ Certified Life Mastery Consultant
Ashpreet Singh	Pro. Dev. Instructor BA Psychology, MA Health Administration/Education
Stephanie Nagle	Pro. Dev. Instructor
Kathleen Costa	Pro. Dev. And Gen. Ed. Instructor BS Communication, 30 years of industry experience

Culinary

Michael Eyerly	Culinary Division Program Director 7+years industry experience / AOS Culinary Arts Professional
Julio Cruz	CAD Instructor 5+ years industry experience/ AOS Culinary Arts Professional

Ma Mora Martinez CAD/BPS Instructor/Externship Coordinator
4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Sarah Principe BPS Instructor
5+ years experience as an Executive Pastry Chef, 10+ years experience as a Pastry Chef

Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience

Daniel Key Adjunct CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Jack Smith Adjunct CERM Instructor
39+ years law enforcement experience / 8 years Police Training Unit

Timothy Thomas CERM Instructor
BA Criminal Justice/MA Criminal Justice, 20+ years experience law enforcement and security

Medical

Cynthia Koshko Medical Division Program Director/
Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Kellie Avara MBOA Instructor
7+ years Professional Medical & Dental Billing, Coding, and Collections experience / AAPC Certified in ICD-10 / HIPAA Certified by CMS / Associates of Arts in Health Care Administration and Electronic Health Records (AAHCA/EHR) / BLS CPR Certified Instructor

Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager

Sari De La Cruz MBOA Adjunct Instructor
9+ years Professional Medical & Dental Billing, Coding, and Collections experience / AAPC Certified in ICD-10 / HIPAA Certified by CMS.

Stephanie Pullen PMA Instructor
BA-Healthcare Administration, CMA, 6+ years Medical Assistant experience

Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

(Continued on page 21)



Staff and Faculty

(Continued from page 20)

Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience

Pamela Cross PMA Instructor
MA Health Science, 40 years of industry experience

Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience

Nursing

Paula Richards RN, BSN, MHA Director of Nursing

Wendy Crowley, RN, BA Nursing Instructor
18+ years nursing experience/ BA Marine Biology and Anthropology/ ASN

Erin Trammell, LVN Nursing Instructor
7+ years nursing experience/ AS Business Management

Amanda Joines, LVN Nursing Instructor
12+ years nursing experience/ AS Vocational Nursing

Rachael Knowles, LVN Nursing Instructor

Loretta Peavey, RN, BSN Nursing Instructor
10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor
BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
Nursing & Anatomy & Physiology Instructor
30+ years industry experience

Pamula Rossi, RN Nursing Instructor

Rachel Parker, RN Nursing Instructor

Cassandra La Condeguy, RN Nursing Instructor

Alondra Macias Administrative Support

Technical

John Painter HVAC Lead Instructor
7+ years industry experience / CCLB / EPA Proctor

Jerry Ragsdale HVAC Instructor
20+ years industry experience

Robert Hernandez HVAC Instructor
30+ years HVAC industry experience

Wayne Swan HVAC Instructor
30+ years industry experience, electrical instrumentation tradesperson

William Calderon HVAC Instructor
33 years industry experience



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits (subsequently referred to as "covered individual") may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also



VA Catalog Addendum

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include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
5601 Stoddard Road, Modesto, CA. 95356

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Modesto Branch Campus

Revised: July 1, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 14, 2019..... October 17, 2019
February 18, 2019 November 21, 2019
March 25, 2019 January 9, 2020
April 29, 2019 February 13, 2020
June 3, 2019..... March 19, 2020
July 8, 2019 April 23, 2020
August 12, 2019 May 29, 2020
September 16, 2019..... July 2, 2020
October 21, 2019..... August 6, 2020
November 25, 2019..... September 11, 2020

Vocational Nursing (Full Time)

March 18, 2019* April 17, 2020
July 15, 2019* August 14, 2020

**Refer to Main Catalog for
Program Descriptions**

*Pending Approval

Criminology/Emergency Response (AOS Degree)

January 14, 2019..... April 23, 2020
February 18, 2019 May 29, 2020
March 25, 2019 July 2, 2020
April 29, 2019 August 6, 2020
June 3, 2019..... September 11, 2020
July 8, 2019 October 15, 2020
August 12, 2019 November 19, 2020
September 16, 2019..... January 7, 2021
October 21, 2019..... February 11, 2021
November 25, 2019..... March 18, 2021



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

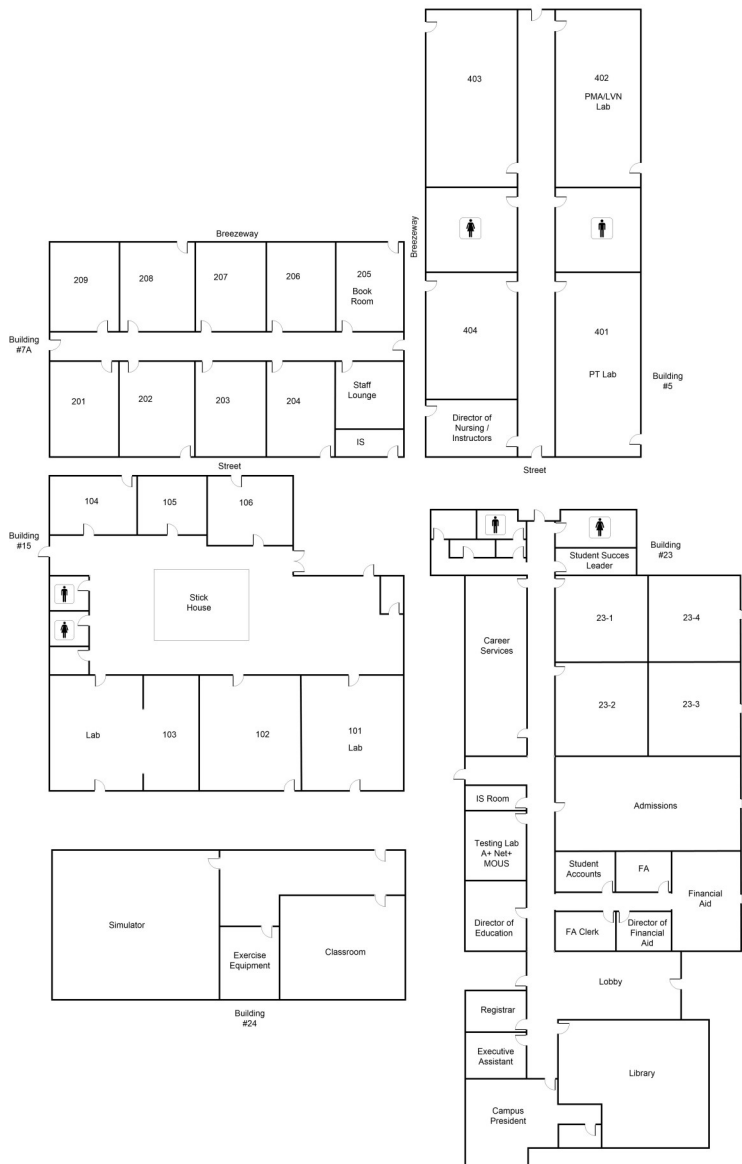
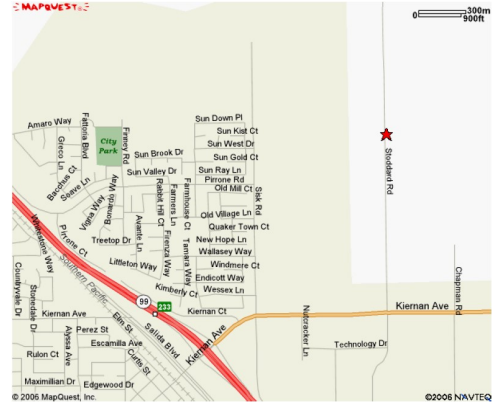
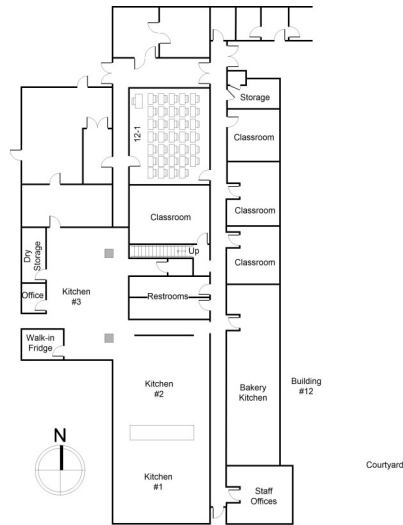
*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#



Facilities



Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:30 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost \$803.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office. Pharmacy Technician students will work with mock prescription labs.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

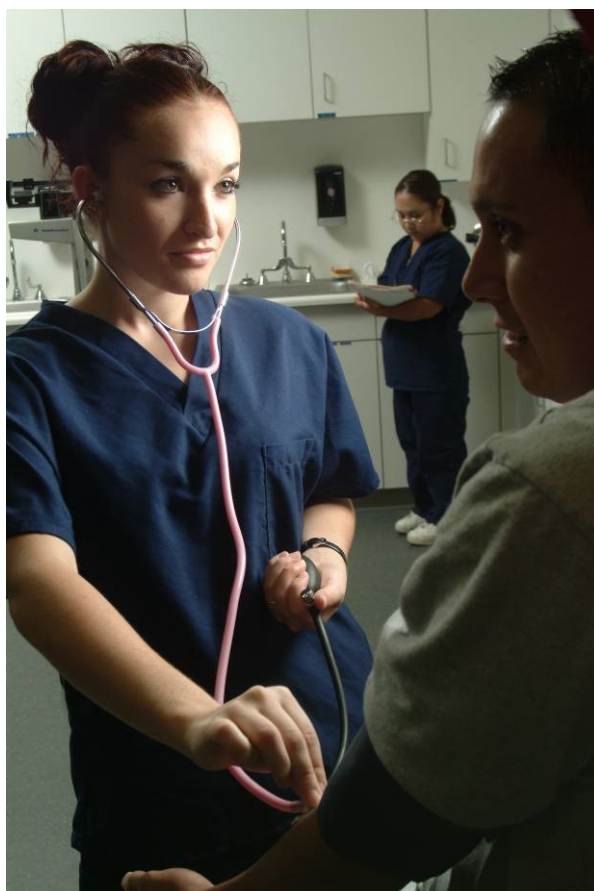
Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in res-

taurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition	\$ 17,872.00
Total	\$ 18,476.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 513.00
Tuition	\$ 15,744.00
Total	\$ 16,332.00

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 146.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,258.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 115.00
Books & Supplies	\$ 2,452.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,577.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 501.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,488.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 815.00
Tuition	\$ 17,888.00
Total	\$ 18,778.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,508.00

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 85.00
Books & Supplies	\$ 869.00
Tuition	\$ 17,968.00
Total	\$ 18,997.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,476.00	48	890	40
Criminology/Emergency Response (AOS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,258.00	97	1300	65
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,488.00	52	880	40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,778.00	48.5	800	40
Human Resource Administrator (AAS)	\$6,738.00	\$6,738.00	\$6,738.00	\$6,738.00		\$ 27,027.00	91	1200	60
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,508.00	47.5	860	40
Pharmacy Technician	\$8,984.00	\$8,984.00				\$18,997.00	47.5	860	40
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,332.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,577.00	62.5	1575	51

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Criminology/Emergency Response (AOS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Human Resource Administrator (AAS)	\$6,738.00	\$673.80	\$1,347.60	\$2,021.40	\$2,695.20	\$3,369.00	\$4,042.80
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

(Continued from page 11)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

(Continued on page 13)



Vocational Nursing Addendum

(Continued from page 12)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.
(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

(Continued on page 14)



Vocational Nursing Addendum

(Continued from page 13)

Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

(Continued on page 15)



Vocational Nursing Addendum

(Continued from page 14)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Catalog Changes: Criminology & Emergency Response Management - AOS

COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will receive an **ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE**.

CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ250, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ250). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 250 is dependent upon your campus location.

CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer*, Peace Officer*, Reserve Peace Officer*, Deputy Sheriff*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer, Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of the IOT catalog to view the list of Standard Occupational Classifica-



tion (SOC) Codes available to graduates of this program.

*An academy will be required after graduation from IOT.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. See your admissions representative for available class times.

REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.



Catalog Changes: Criminology & Emergency Response Management - AOS (cont.)

CJ100 Laws & Regulations

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

CJ110 Criminal Procedures

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices. Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

CJ120 Citizen Interaction and Suspect Control

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices. The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

CJ130 Report Writing

(100 Hours / 6.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

CJ140 Corrections

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

CJ250 Correctional Institutions

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

EM120 Emergency Management and Security Services

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

CJ170 Crime Scene Technician

(50 Hours / 3.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.



Catalog Changes: Criminology & Emergency Response Management - AOS (cont.)

EM133 – First Responder

(100 Hours / 6.5 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI). **Responder Certification outcomes for this course are dependent upon your campus location.** The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to contin-



uously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.



Catalog Changes: Criminology & Emergency Response Management - AOS (cont.)

ENG100 English

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Staff and Faculty

CAMPUS STAFF

Ezra Salas	Campus President
Philip Maggard	Director of Education
Julie Smith	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Maria Valdez	Registrar
Carolina Torres	Receptionist
Alondra Macias	Receptionist/Administrative Support (VN)
Christine Muhammad	Director of Admissions
Yesenia Gallo	Admissions Representative
Abigail Barajas	Admissions Representative
Rebecca Hough	Admissions Representative
Jennifer O. Lindt	Admissions Representative
Kyle Tieman	Admissions Representative
Tracy Stewart	Director of Career Services
Wendy Jones	Career Services Advisor
Jaclynn Holland	Career Services Advisor
Christina Casillas	Director of Financial Aid
Gena Garibay	Lead Financial Aid Officer
Gladys Torres	Financial Aid Officer
Leanne Caulkins	Student Accounts / Financial Aid Clerk
Laura Hughes	Director of Student Services
Farrell Bolinger	LRC Coordinator/Penn Foster Coordinator

FACULTY

Professional Development / General Education

Keely Christ	Pro. Dev. And Gen. Ed. Instructor MA Organizational and Servant Leadership/ BA History/ Certified Life Mastery Consultant
Ashpreet Singh	Pro. Dev. Instructor BA Psychology, MA Health Administration/Education
Stephanie Nagle	Pro. Dev. Instructor
Kathleen Costa	Pro. Dev. And Gen. Ed. Instructor BS Communication, 30 years of industry experience

Culinary

Michael Eyerly	Culinary Division Program Director 7+years industry experience / AOS Culinary Arts Professional
Julio Cruz	CAD Instructor 5+ years industry experience/ AOS Culinary Arts Professional

Ma Mora Martinez CAD/BPS Instructor/Externship Coordinator
4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Sarah Principe BPS Instructor
5+ years experience as an Executive Pastry Chef, 10+ years experience as a Pastry Chef

Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience

Daniel Key Adjunct CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Jack Smith Adjunct CERM Instructor
39+ years law enforcement experience / 8 years Police Training Unit

Timothy Thomas CERM Instructor
BA Criminal Justice/MA Criminal Justice, 20+ years experience law enforcement and security

Medical

Cynthia Koshko Medical Division Program Director/
Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Kellie Avara MBOA Instructor
7+ years Professional Medical & Dental Billing, Coding, and Collections experience / AAPC Certified in ICD-10 / HIPAA Certified by CMS / Associates of Arts in Health Care Administration and Electronic Health Records (AAHCA/EHR) / BLS CPR Certified Instructor

Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager

Sari De La Cruz MBOA Adjunct Instructor
9+ years Professional Medical & Dental Billing, Coding, and Collections experience / AAPC Certified in ICD-10 / HIPAA Certified by CMS.

Stephanie Pullen PMA Instructor
BA-Healthcare Administration, CMA, 6+ years Medical Assistant experience

Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

(Continued on page 21)



Staff and Faculty

(Continued from page 20)

Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience

Pamela Cross PMA Instructor
MA Health Science, 40 years of industry experience

Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience

Nursing

Paula Richards RN, BSN, MHA Director of Nursing

Wendy Crowley, RN, BA Nursing Instructor
18+ years nursing experience/ BA Marine Biology and Anthropology/ ASN

Erin Trammell, LVN Nursing Instructor
7+ years nursing experience/ AS Business Management

Amanda Joines, LVN Nursing Instructor
12+ years nursing experience/ AS Vocational Nursing

Rachael Knowles, LVN Nursing Instructor

Loretta Peavey, RN, BSN Nursing Instructor
10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor
BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
Nursing & Anatomy & Physiology Instructor
30+ years industry experience

Pamula Rossi, RN Nursing Instructor

Rachel Parker, RN Nursing Instructor

Cassandra La Condeguy, RN Nursing Instructor

Alondra Macias Administrative Support

Technical

John Painter HVAC Lead Instructor
7+ years industry experience / CCLB / EPA Proctor

Jerry Ragsdale HVAC Instructor
20+ years industry experience

Robert Hernandez HVAC Instructor
30+ years HVAC industry experience

Wayne Swan HVAC Instructor
30+ years industry experience, electrical instrumentation tradesperson

William Calderon HVAC Instructor
33 years industry experience



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits (subsequently referred to as "covered individual") may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
5601 Stoddard Road, Modesto, CA. 95356

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

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Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Modesto Branch Campus

Revised: November 7, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 14, 2019..... October 17, 2019
February 18, 2019 November 21, 2019
March 25, 2019 January 9, 2020
April 29, 2019 February 13, 2020
June 3, 2019..... March 19, 2020
July 8, 2019 April 23, 2020
August 12, 2019 May 29, 2020
September 16, 2019..... July 2, 2020
October 21, 2019..... August 6, 2020
November 25, 2019..... September 11, 2020

Vocational Nursing (Full Time)

March 18, 2019* April 17, 2020
July 15, 2019* August 14, 2020

**Refer to Main Catalog for
Program Descriptions**

*Pending Approval

Criminology/Emergency Response (AOS Degree)

January 14, 2019..... April 23, 2020
February 18, 2019 May 29, 2020
March 25, 2019 July 2, 2020
April 29, 2019 August 6, 2020
June 3, 2019..... September 11, 2020
July 8, 2019 October 15, 2020
August 12, 2019 November 19, 2020
September 16, 2019..... January 7, 2021
October 21, 2019..... February 11, 2021
November 25, 2019..... March 18, 2021



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

1:00 p.m. to 5:30 p.m.

6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.

12:15 p.m. to 5:15 p.m.

5:30 p.m. to 10:30 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

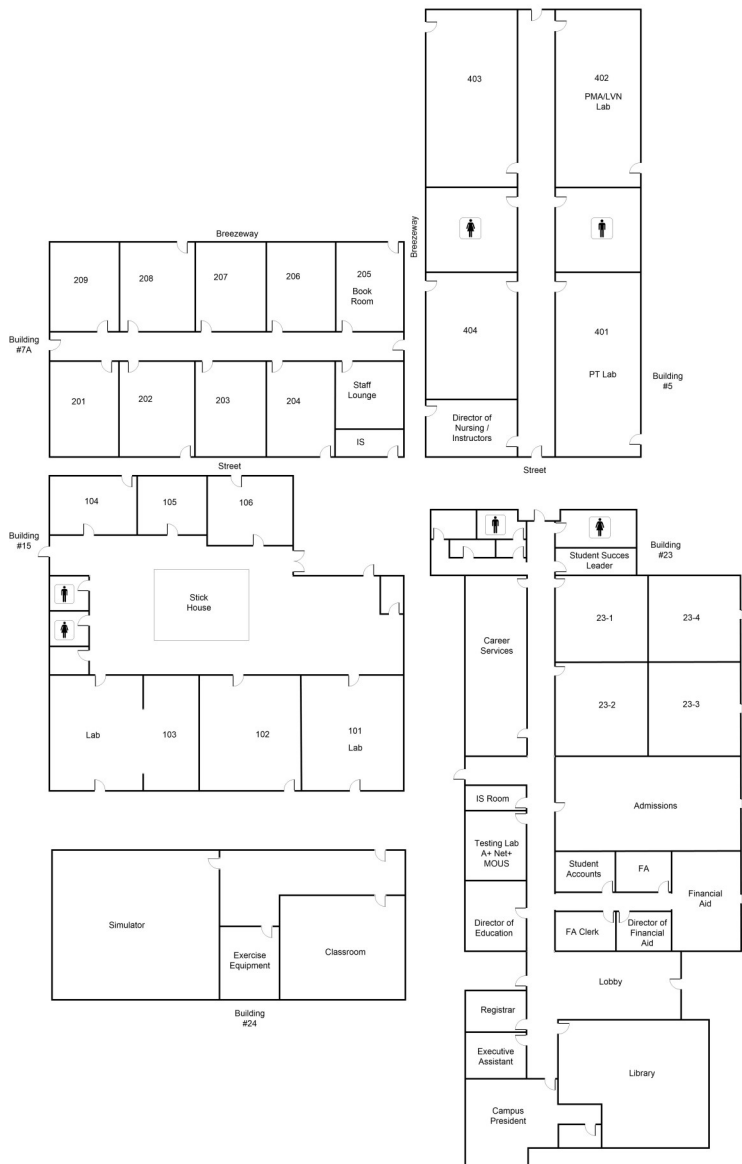
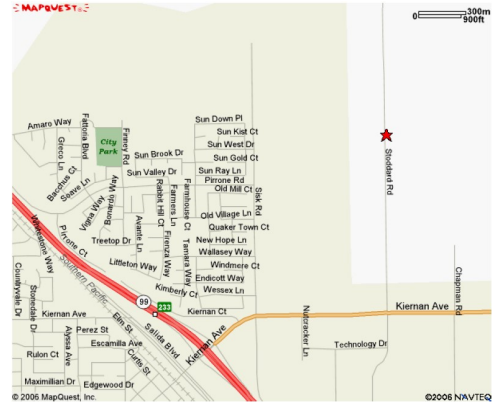
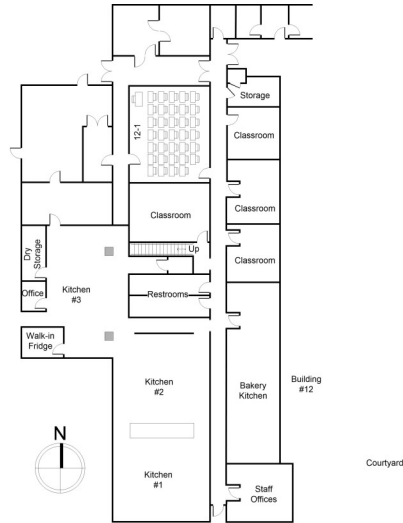
*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#



Facilities



Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:30 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost \$803.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with equipment common to a medical office. Pharmacy Technician students will work with mock prescription labs.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

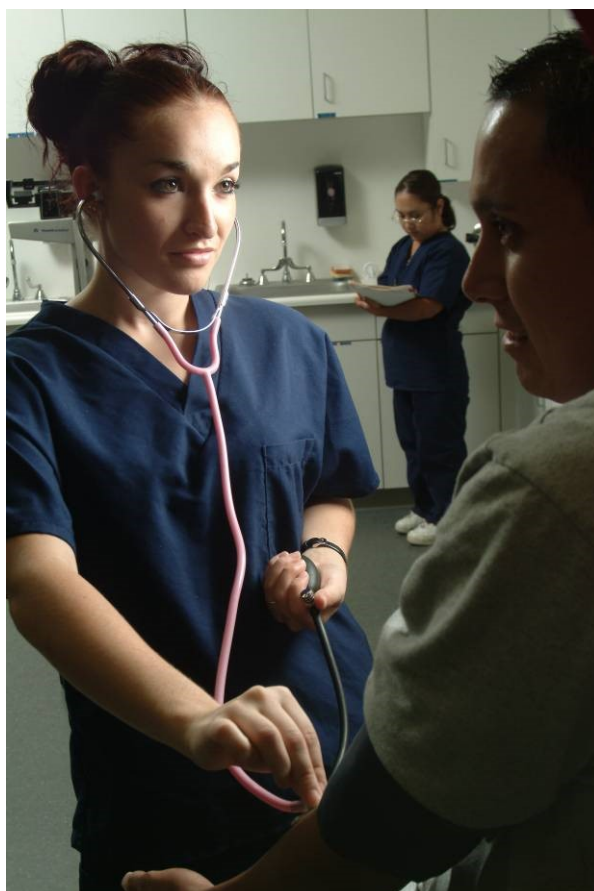
Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in res-

taurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition	\$ 17,872.00
Total	\$ 18,476.00

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 146.00
Tuition (Year 1)	\$ 11,514.00
Tuition (Year 2)	\$ 11,514.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,258.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 501.00
Tuition (Year 1)	\$ 16,548.00
Tuition (Year 2)	\$ 2,364.00
Total	\$ 19,488.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 815.00
Tuition	\$ 17,888.00
Total	\$ 18,778.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 529.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,508.00

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 85.00
Books & Supplies	\$ 869.00
Tuition	\$ 17,968.00
Total	\$ 18,997.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 513.00
Tuition	\$ 15,744.00
Total	\$ 16,332.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 115.00
Books & Supplies	\$ 2,152.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,277.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	\$8,936.00	\$8,936.00				\$ 18,476.00	48	890	40
Criminology/Emergency Response (AOS)	\$5,757.00	\$5,757.00	\$5,757.00	\$5,757.00	\$1,919.00	\$ 25,258.00	97	1300	65
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,488.00	52	880	40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,778.00	48.5	800	40
Human Resource Administrator (AAS)	\$6,738.00	\$6,738.00	\$6,738.00	\$6,738.00		\$ 27,027.00	91	1200	60
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,508.00	47.5	860	40
Pharmacy Technician	\$8,984.00	\$8,984.00				\$18,997.00	47.5	860	40
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,332.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,277.00	62.5	1575	51

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	\$8,936.00	\$893.60	\$1,787.20	\$2,680.80	\$3,574.40	\$4,468.00	\$5,361.60
Criminology/Emergency Response (AOS)	\$5,757.00	\$575.70	\$1,151.40	\$1,727.10	\$2,302.80	\$2,878.50	\$3,454.20
Culinary Arts Diploma	\$8,274.00	\$827.40	\$1,654.80	\$2,482.20	\$3,309.60	\$4,137.00	\$4,964.40
Heating, Ventilation and Air Conditioning	\$8,944.00	\$894.40	\$1,788.80	\$2,683.20	\$3,577.60	\$4,472.00	\$5,366.40
Human Resource Administrator (AAS)	\$6,738.00	\$673.80	\$1,347.60	\$2,021.40	\$2,695.20	\$3,369.00	\$4,042.80
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

(Continued on page 13)



Vocational Nursing Addendum

(Continued from page 12)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.
(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

(Continued from page 13)

Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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Vocational Nursing Addendum

(Continued from page 14)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Catalog Changes: Criminology & Emergency Response Management - AOS

COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will receive an **ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE**.

CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ250, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ250). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 250 is dependent upon your campus location.

CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer*, Peace Officer*, Reserve Peace Officer*, Deputy Sheriff*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer, Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of the IOT catalog to view the list of Standard Occupational Classifica-



tion (SOC) Codes available to graduates of this program.

*An academy will be required after graduation from IOT.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. See your admissions representative for available class times.

REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.



Catalog Changes: Criminology & Emergency Response Management - AOS (cont.)

CJ100 Laws & Regulations

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

CJ110 Criminal Procedures

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices. Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

CJ120 Citizen Interaction and Suspect Control

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices. The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

CJ130 Report Writing

(100 Hours / 6.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

CJ140 Corrections

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

CJ250 Correctional Institutions

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

EM120 Emergency Management and Security Services

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

CJ170 Crime Scene Technician

(50 Hours / 3.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.



Catalog Changes: Criminology & Emergency Response Management - AOS (cont.)

EM133 – First Responder

(100 Hours / 6.5 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI). **Responder Certification outcomes for this course are dependent upon your campus location.** The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to contin-



uously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.



Catalog Changes: Criminology & Emergency Response Management - AOS (cont.)

ENG100 English

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Catalog Changes: Transfer Credit

Transfers within Institute of Technology Schools and Returning Institute of Technology Students

There are two types of transfer students within the Institute of Technology system, students currently enrolled who wish to transfer or change programs, and returning Institute of Technology students. Prior coursework from programs previously completed at the Institute of Technology may be accepted. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. General education credit will be evaluated individually prior to approval for transfer.

The following terms and conditions apply:

1. If an IOT program has been significantly modified from the time that a student was previously enrolled, then the core course work for the program would not transfer for a student seeking to re-enter or fresh start.
2. If you are a current Institute of Technology student requesting a transfer to a new program you must make the request in writing to the Student Services Department.
3. If you are a returning student requesting transfer credit you must request the transfer by notifying your Admissions Representative. The Admissions Representative will request that the Program Director or Director of Education complete an evaluation of the transferability of credit.
4. Credits transferred in to fulfill course requirements must be graded at 2.0 ("C") or higher.
5. Credits transferred in to fulfill course requirements for Nursing course work applicable for advanced status in the Nursing Program must be completed with a grade of "B" or better within five (5) years prior to admission.
6. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.

If the student's program has NOT undergone a substantive change from the time of previous enrollment to the time of re-enter, the following terms and conditions apply:

1. For all IOT content-specific "core" courses, four (4) years is the maximum amount of time that the student can receive transfer credit for a passed course. For any student who re-enters more than four (4) years after leaving IOT, completed content-specific "core" coursework is ineligible for transferability of credit.
2. For all IOT general education (including Professional Development) or applied general education courses, there is no maximum amount of time that the student can receive transfer credit for a passed course. In

other words, for any student who re-enters at any time after leaving IOT, completed general education or applied general education coursework is eligible for transferability of credit if approved after evaluation by the Director of Education.

Evaluation of Credit from Accredited Institutions Prior to Attending Institute of Technology

Institute of Technology may accept prior coursework completed at other accredited colleges or universities for courses required for diploma or degree programs. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. Transferability of credit will be evaluated individually prior to approval for transfer. There is no time limit on the acceptance credit for general education courses. The Institute of Technology does not award credit for experiential learning.

The following terms and conditions apply:

1. You must request the transfer of previous credit by notifying the Admissions Representative. The Admissions Representative will request that the Program Director or Director of Education complete an evaluation of the transferability of the credit.
2. You must provide official transcripts from the college or university where the previous training occurred.
3. Credits transferred in to fulfill course requirements must be graded at 2.0 ("C") or higher. Nursing course work applicable for advanced status in the Nursing Program must be completed with a grade of "B" or better within five (5) years prior to admission.
4. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.
5. Any veteran receiving GI Bill benefits while attending the Institute of Technology is required to obtain an official transcript from all previously attended schools and submit them to the College for review of prior credit.

Physical Therapist Assistant Program

Transferability of previous college credits to be applied to the Physical Therapist Assistant (PTA) program is determined on an individual basis by the Campus President and Program Director. Institute of Technology recommends that each student completes the curriculum in its entirety, but exceptions will be made on preparatory/general education course work. Transfer credit will not be

(Continued on page 21)



Catalog Changes: Transfer Credit cont.

(Continued from page 20)

considered for PTA “core” course work or clinical rotations. Transfer credit from previous college course work may be considered for the following PTA general education courses:

- Anatomy & Physiology
- Introduction to Psychology
- General Algebra & Physics
- English
- Communication

Transfer Credits for Veterans

Any veteran receiving GI Bill benefits while attending the Institute of Technology is required to obtain an official transcript from all previously attended schools, including Institute of Technology, and submit them to the College for review of prior credit. IOT will determine VA transfer credit based on compliance with the State Approving Agency for Veteran Education.

Tuition Credit

For module-based programs, the tuition credit of academic units/modules transferred from a prior college will be calculated as follows:

$$\text{Total Tuition Cost of Program} / \text{Number of Modules in Program} = \text{Tuition Credit per Module}$$

For Term-based programs, the tuition credit of academic units transferred from a prior college will be calculated as follows:

$$\text{Total Tuition Cost of Program} / \text{Number of Units in Program} = \text{Tuition Credit per Unit}$$



Staff and Faculty

CAMPUS STAFF

Ezra Salas	Campus President
Philip Maggard	Director of Education
Julie Smith	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Maria Valdez	Registrar
Alondra Macias	Receptionist/Administrative Support (VN)
Gabriela Orozco	Receptionist
Christina Hiebert	Receptionist
Christine Muhammad	Director of Admissions
Yesenia Gallo	Admissions Representative
Abigail Barajas	Admissions Representative
Rebecca Hough	Admissions Representative
Jennifer O. Lindt	Admissions Representative
Kyle Tieman	Admissions Representative
Tracy Stewart	Director of Career Services
Wendy Jones	Career Services Advisor
Jaclynn Holland	Career Services Advisor
Christina Casillas	Director of Financial Aid
Gena Garibay	Lead Financial Aid Officer
Gladys Torres	Financial Aid Officer
Leanne Caulkins	Student Accounts / Financial Aid Clerk
Laura Hughes	Director of Student Services
Farrell Bolinger	LRC Coordinator/Penn Foster Coordinator

FACULTY

Professional Development / General Education

Kathleen Costa	Pro. Dev. And Gen. Ed. Instructor BS Communication, 30 years of industry experience
Sandra Storer	Professional Development Instructor

Culinary

Thomas Putler	Culinary Division Program Director
Julio Cruz	CAD Instructor 5+ years industry experience/ AOS Culinary Arts Professional
Ma Mora Martinez	CAD/BPS Instructor/Externship Coordinator 4+ years industry experience / AOS Culinary Arts Professional
Andrea Pollock	CAD/BPS Instructor Associates degree from LeCordon Bleu and 5+ years of

restaurant experience as prep. cook, line cook, lead cook

Sarah Principe	BPS Instructor 5+ years experience as an Executive Pastry Chef, 10+ years experience as a Pastry Chef
Christopher McCoy	CAD Instructor AOS Culinary Arts, 3+ years of industry experience
Jennifer Bojorquez	BPS Instructor/Extern. Coordinator
Stephanie Nagle	CAD Instructor
Christopher Mizener	CAD Instructor
Venessa Almanza	CAD Instructor

Criminology

Jeffrey Podvin	Criminology Division Lead Instructor NSE - Certificate, 5 years Peace Officer experience
Daniel Key	Adjunct CERM Instructor 31+ years industry experience / AA in Law Enforcement / BS Criminal Justice
Patrick Correa	CERM Instructor

Medical

Cynthia Koshko	Medical Division Program Director/ Externship Coordinator 20+ years medical assistant experience, Masters of Health Administration and BS Health Administration
Megan Goodeill	PMA Instructor 12+ years experience as a Medical Assistant/Office Manager
Sari De La Cruz	MBOA Adjunct Instructor 9+ years Professional Medical & Dental Billing, Coding, and Collections experience / AAPC Certified in ICD-10 / HIPAA Certified by CMS.
Stephanie Pullen	PMA Instructor BA-Healthcare Administration, CMA, 6+ years Medical Assistant experience
Steven Murdock	EMS Instructor AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri	Pharmacy Tech. Instructor MA Public Health, CPhT, CCMA, 12 years of industry experience
Pamela Cross	PMA Instructor MA Health Science, 40 years of industry experience
Ronald Temple	PMA Instructor MA-Health Science, MLT, 44 years of experience in the medical field
Joseph LeChuga	PMA Instructor FNP, PA, RMA, 20+ years industry experience
Hal Watson	MBOA Instructor
Karen Phipps	PMA Instructor
Jodi Harman	PMA Instructor

(Continued on page 23)



Staff and Faculty

(Continued from page 22)

Rathy Ley PMA Instructor
Thomasine Jones PMA Instructor

Nursing

Paula Richards RN, BSN, MHA Director of Nursing

Wendy Crowley, RN, BA Nursing Instructor
18+ years nursing experience/ BA Marine Biology and
Anthropology/ ASN

Amanda Joines, LVN Nursing Instructor
12+ years nursing experience/ AS Vocational Nursing

Rachael Knowles, LVN Nursing Instructor

Loretta Peavey, RN, BSN Nursing Instructor
10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor
BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
Nursing & Anatomy & Physiology Instructor
30+ years industry experience

Pamula Rossi, RN Nursing Instructor

Rachel Parker, RN Nursing Instructor

Marisol Maripol, MSN Nursing Instructor

Alondra Macias Administrative Support

Technical

Jeff Painter HVAC Division Director
7+ years industry experience / CCLB / EPA Proctor

Jerry Ragsdale HVAC Instructor
20+ years industry experience

Robert Hernandez HVAC Instructor
30+ years HVAC industry experience

Wayne Swan HVAC Instructor
30+ years industry experience, electrical instrumentation
tradesperson

William Calderon HVAC Instructor
33 years industry experience

John Howard Adjunct HVAC Instructor



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits (subsequently referred to as "covered individual") may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
5601 Stoddard Road, Modesto, CA. 95356

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Redding Branch Campus

Revised: December 31, 2018



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning

Medical Billing & Office Administration

Pharmacy Technician

Professional Medical Assistant

January 14, 2019 October 17, 2019
February 18, 2019 November 21, 2019
March 25, 2019 January 9, 2020
April 29, 2019 February 13, 2020
June 3, 2019 March 19, 2020
July 8, 2019 April 23, 2020
August 12, 2019 May 29, 2020
September 16, 2019 July 2, 2020
October 21, 2019 August 6, 2020
November 25, 2019 September 11, 2020

**Refer to Main Catalog for
Program Descriptions**

Vocational Nursing (Full Time)

March 18, 2019 April 17, 2020
July 16, 2018 August 14, 2020
November 12, 2018 December 11, 2020

Vocational Nursing (Part Time)

March 18, 2019 December 12, 2020



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
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October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
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November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
 1:00 p.m. to 5:30 p.m.
 5:30 p.m. to 10:00 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days

The above schedule is typical, but is subject to change.

**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.



2019 Class Schedule—VN Classes (Part-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

*Students attend one of these days
The above schedule is typical, but is subject to change.

Legend

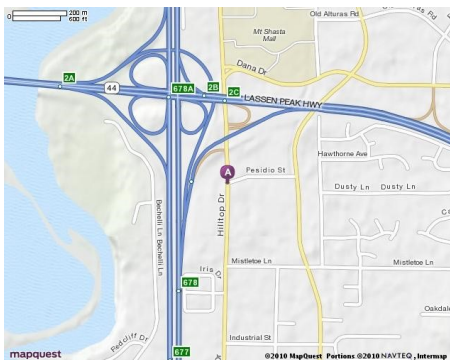
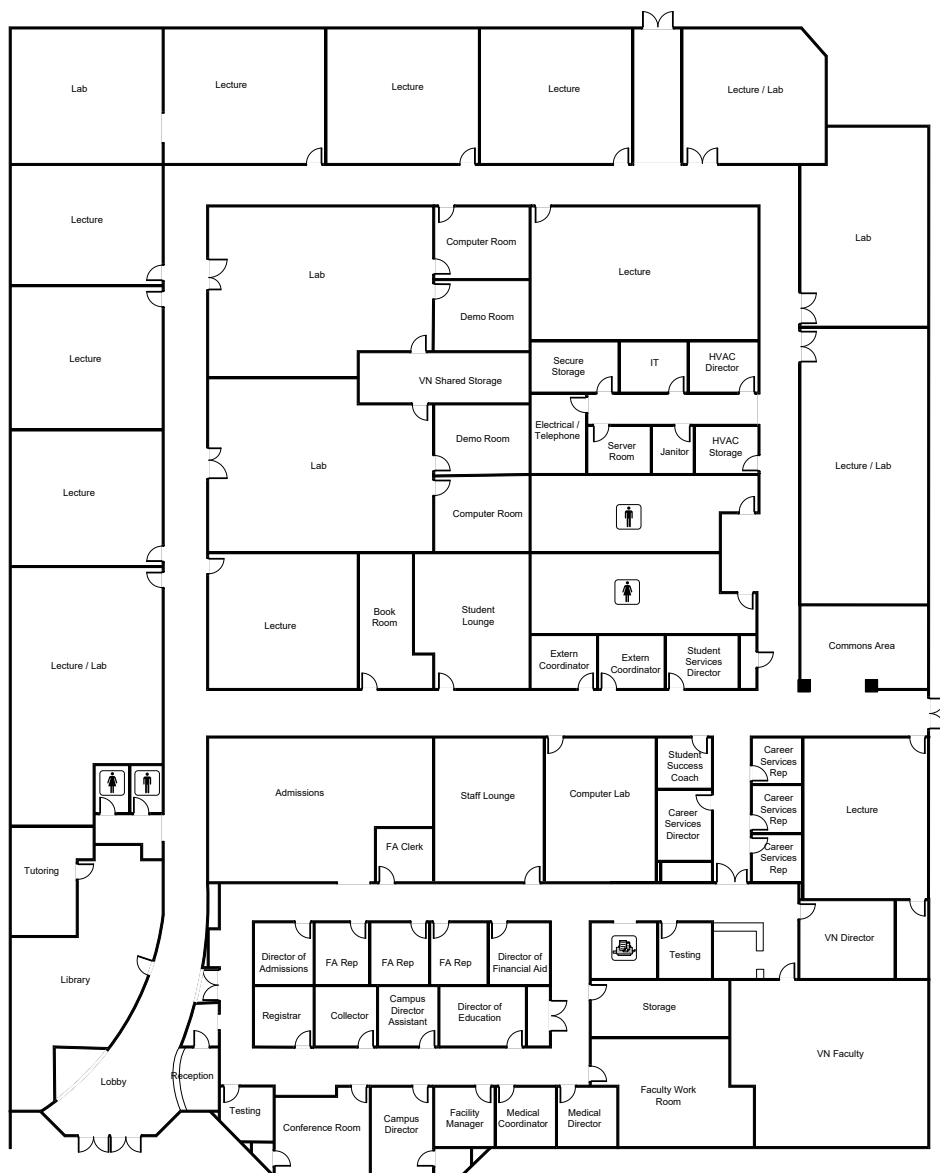
Scheduled Class Day: #

No Class: #





Facilities



Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs, 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS

A one bedroom apartment near the campus is estimated to cost \$758.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus.

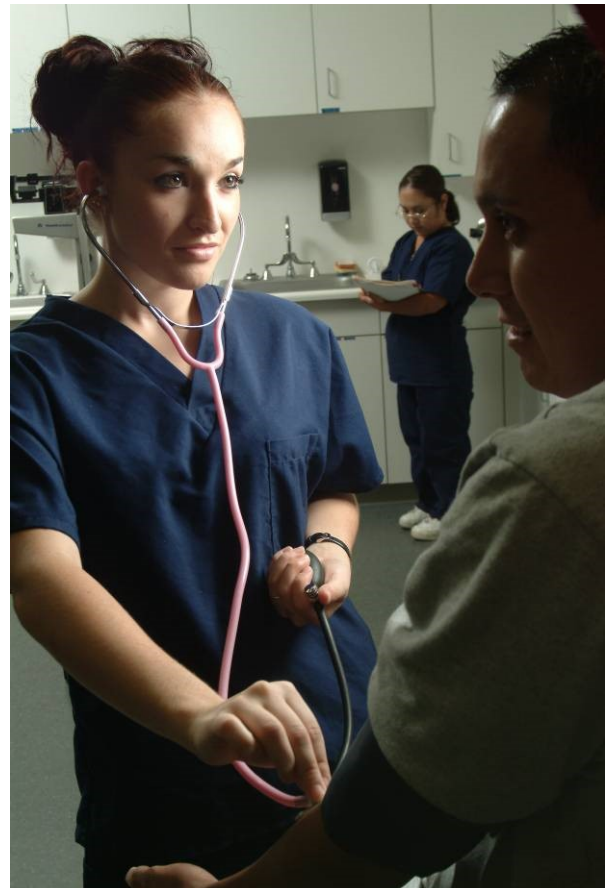
Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Admin-

istration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 960.00
Tuition	\$ 17,888.00
Total	\$ 18,923.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 676.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,655.00

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 85.00
Books & Supplies	\$ 868.00
Tuition	\$ 17,968.00
Total	\$ 18,996.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 571.00
Tuition	\$ 15,744.00
Total	\$ 16,390.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,905.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,005.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,905.00
Tuition (Year 1)	\$ 19,122.00
Tuition (Year 2)	\$ 12,748.00
Total	\$ 33,940.00



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,923.00	48.5	800	40
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,655.00	47.5	860	40
Pharmacy Technician	\$8,984.00	\$8,984.00				\$ 18,996.00	47.5	860	40
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,390.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,005.00	62.5	1575	51
Vocational Nursing (Night Class)	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$ 33,940.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.
Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

*The Emergency Medical Technician (EMT) Certification Course is not vocational in nature and does not lead to initial employment. This course is not a prerequisite and does not provide credit toward any vocational program offered at Institute of Technology, Inc.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	\$8,994.00	\$899.40	\$1,798.80	\$2,698.20	\$3,597.60	\$4,497.00	\$5,396.40
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Vocational Nursing (Night Classes)	\$6,374.00	\$637.40	\$1,274.80	\$1,912.20	\$2,549.60	\$3,187.00	\$3,824.40

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 18
- Evaluation used: PSB computerized exam
Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

(Continued on page 13)



Vocational Nursing Addendum

(Continued from page 12)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

(Continued on page 14)



Vocational Nursing Addendum

(Continued from page 13)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.
(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

(Continued on page 15)



Vocational Nursing Addendum

(Continued from page 14)

Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

(Continued on page 16)



Vocational Nursing Addendum

(Continued from page 15)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Staff and Faculty

CAMPUS STAFF

Jim Herberger	Campus President
Alisha Duncan	HR Coordinator / Executive Assistant
Kim Snow	Director of Education
Jean Peterson	Director of Nursing
Karen Fischer	VN Administrative Assistant / Support Services
Kim Swanson	Registrar
Brandi Vanderpool	Director of Admissions
Ashlee Libolt	Admissions Representative
TBD	Director of Financial Aid
Cassie Stevenson	Financial Aid Officer
Audrey Krueger	Student Accounts Representative
Alexa Kofford	Director of Student Services
Amber Powell	Director of Career Services
Mellisa Burton	Career Services Advisor
Lynn Swendiman	Externship Coordinator
Gabriel Garcia	Receptionist
Maria Gomar	Receptionist
TBD	LRC Coordinator
Alexander Schnabel	Security Guard

FACULTY

General Education

Erin Andrade	ProDev Instructor <i>Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience</i>
Julie Valiquette	Adjunct Instructor <i>Registered Marriage & Family Associate, CPR Certified, 2 years teaching experience</i>
Jacob Hornaday	Adjunct Instructor Master's Degree, 5 years teaching experience
David Wylie	Adjunct ProDev Instructor Bachelor's Degree and 1 year teaching experience

Medical

Jennifer Gorge	Medical Division Lead Instructor <i>15+ years industry experience / Certified Phlebotomist/ Certified Medical Assistant/CPT/CPR Instructor Certified</i>
Jamie Sanborn	MBOA Instructor <i>Certified Medical Assistant/CPR Instructor Certified/7+ years of industry experience</i>
Amber Wood	PT Instructor <i>Pharmacy Technician License—CA Board of Pharmacy/15 years of industry experience</i>
Cindi Eaton	PMA Instructor <i>25+ years industry experience/Certified Medical Assistant/CPR Instructor Certified</i>
Jim Miller	Adjunct PMA Instructor <i>CCMA-AC Certified/6 years of industry experience/ IOT Graduate</i>

Nursing

Jean Peterson, RN, BA	Director of Nursing <i>27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified</i>
Leslie Bethge, RN	Assistant Director of Nursing <i>Master's Degree, 25 + years of industry experience</i>
Lisbeth Vienneau, RN, BC	Nursing Instructor <i>30+ years industry experience/Med-Surg Board Certified/ CPR ACLS Certified</i>
Renee O'Loughlin	Nursing Instructor
Jane Thimmesch, RN, BC	Nursing Instructor <i>40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certifed</i>
Denise Derk, RN, CEN	Nursing Instructor <i>36+ years industry experience/BLS, ACLS Certified/State of CA Adult and Vocational Teaching Credential</i>
Latisha Black, AA, LVN	Nursing Instructor <i>LVNIII/Blood Draw and IV Certified</i>
Vicky Dent	Nursing Instructor
Carol Gammino, RN, BSN	Nursing Instructor <i>RN/BSN/PHN/NW Parish Nurse and Health Ministries &</i> <i>(Continued on page 18)</i>



Staff and Faculty

(Continued from page 17)

DSD Certified/ 30 years of industry experience

Marie Karfs, LVN Nursing Instructor
LVNIII, BAORLE, 3 years of teaching experience

Sandra Teitgen Nursing Instructor

Kenneth Forman, LVN Nursing Instructor
LVNIII/BLS Certified/ 24 years of industry experience

Kim Forsythe, AA, LVN Nursing Instructor
LVNIII/AA/Infection License/CPR Certified

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Susan Cull, RN Nursing Instructor
AA/RN/WCC/Med-Surg/Hospice Care/CPR & ACLS Certified/45 years of industry experience

Kimberly Lonjin Nursing Instructor

Karen Fischer VN Administrative Assistant/
Support Services
Legal Secretary License/ Event & Planning Certified

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Eddie Russell Adjunct HVAC Instructor
HVAC, EPA & Mini Split Certified/43 years of industry experience

Paul Cain Adjunct HVAC Instructor
HVAC, EPA & Mini Split Certified / 3 + years of industry experience

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant
Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2018 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
1755 Hilltop Drive, Redding, CA. 96002

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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Please Print Name

Signature

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Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Redding Branch Campus

Revised: January 17, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning

Medical Billing & Office Administration

Pharmacy Technician

Professional Medical Assistant

January 14, 2019 October 17, 2019
February 18, 2019 November 21, 2019
March 25, 2019 January 9, 2020
April 29, 2019 February 13, 2020
June 3, 2019 March 19, 2020
July 8, 2019 April 23, 2020
August 12, 2019 May 29, 2020
September 16, 2019 July 2, 2020
October 21, 2019 August 6, 2020
November 25, 2019 September 11, 2020

**Refer to Main Catalog for
Program Descriptions**

Vocational Nursing (Full Time)

March 18, 2019 April 17, 2020
July 15, 2019 August 14, 2020
November 11, 2019 December 11, 2020

Vocational Nursing (Part Time)

March 18, 2019 December 12, 2020



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
5:30 p.m. to 10:00 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days

The above schedule is typical, but is subject to change.

**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.



2019 Class Schedule—VN Classes (Part-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

*Students attend one of these days
The above schedule is typical, but is subject to change.

Legend

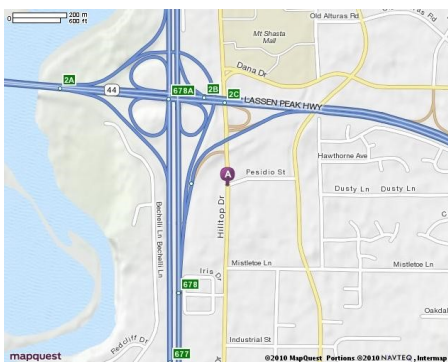
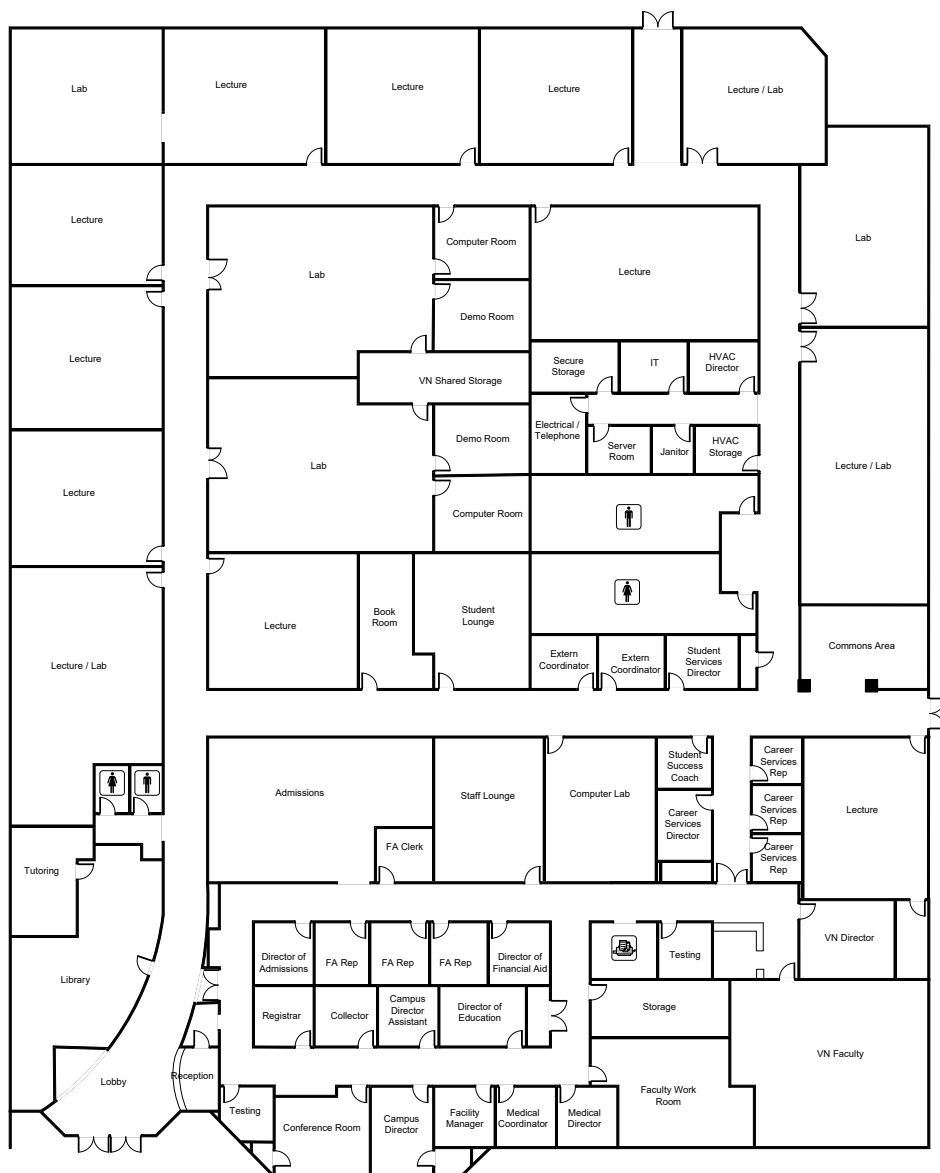
Scheduled Class Day: #

No Class: #





Facilities



Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs, 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS

A one bedroom apartment near the campus is estimated to cost \$758.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus.

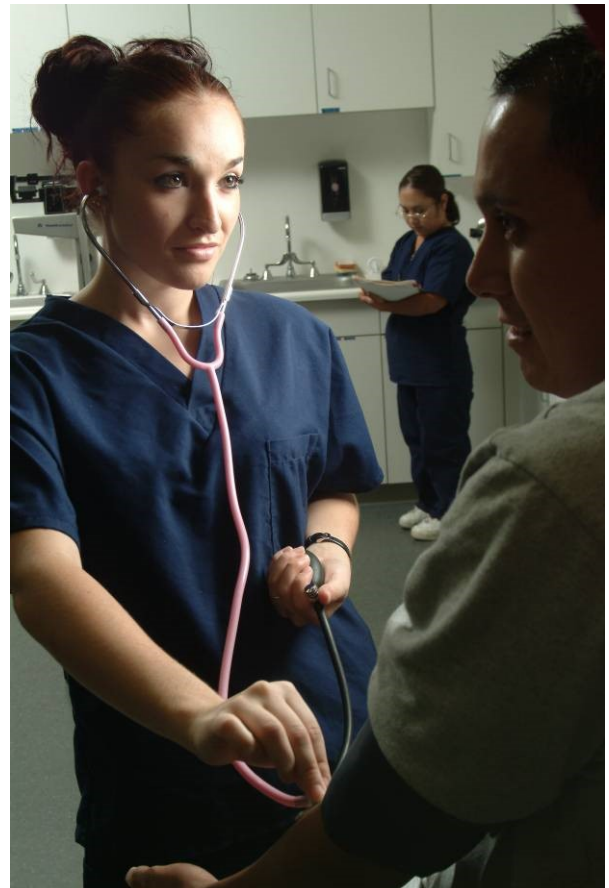
Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Admin-

istration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 960.00
Tuition	\$ 17,888.00
Total	\$ 18,923.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 676.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,655.00

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 85.00
Books & Supplies	\$ 868.00
Tuition	\$ 17,968.00
Total	\$ 18,996.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 571.00
Tuition	\$ 15,744.00
Total	\$ 16,390.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,905.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,005.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,905.00
Tuition (Year 1)	\$ 19,122.00
Tuition (Year 2)	\$ 12,748.00
Total	\$ 33,940.00



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,923.00	48.5	800	40
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,655.00	47.5	860	40
Pharmacy Technician	\$8,984.00	\$8,984.00				\$ 18,996.00	47.5	860	40
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,390.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,005.00	62.5	1575	51
Vocational Nursing (Night Class)	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$ 33,940.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.
Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

*The Emergency Medical Technician (EMT) Certification Course is not vocational in nature and does not lead to initial employment. This course is not a prerequisite and does not provide credit toward any vocational program offered at Institute of Technology, Inc.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	\$8,994.00	\$899.40	\$1,798.80	\$2,698.20	\$3,597.60	\$4,497.00	\$5,396.40
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Vocational Nursing (Night Classes)	\$6,374.00	\$637.40	\$1,274.80	\$1,912.20	\$2,549.60	\$3,187.00	\$3,824.40

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 18
- Evaluation used: PSB computerized exam
Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

(Continued from page 12)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

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Vocational Nursing Addendum

(Continued from page 13)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.
(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

(Continued from page 14)

Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

(Continued on page 16)



Vocational Nursing Addendum

(Continued from page 15)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Staff and Faculty

CAMPUS STAFF

Jim Herberger	Campus President
Alisha Duncan	HR Coordinator / Executive Assistant
Kim Snow	Director of Education
Jean Peterson	Director of Nursing
Karen Fischer	VN Administrative Assistant / Support Services
Kim Swanson	Registrar
Brandi Vanderpool	Director of Admissions
Ashlee Libolt	Admissions Representative
Cassie Stevenson	Senior Financial Aid Officer
Gabriel Alberigi	Financial Aid Officer
Audrey Krueger	Student Accounts Representative
Alexa Kofford	Director of Student Services
Amber Powell	Director of Career Services
Mellisa Burton	Career Services Advisor
Lynn Swendiman	Externship Coordinator
Danny Hibbard	Campus Cleaner
Maria Gomar	Receptionist
TBD	LRC Coordinator
Alexander Schnabel	Security Guard

FACULTY

General Education

Erin Andrade	ProDev Instructor <i>Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience</i>
Julie Valiquette	Adjunct Instructor <i>Registered Marriage & Family Associate, CPR Certified, 2 years teaching experience</i>
Jacob Hornaday	Adjunct Instructor <i>Master's Degree, 5 years teaching experience</i>
David Wylie	Adjunct ProDev Instructor <i>Bachelor's Degree and 1 year teaching experience</i>

Medical

Jennifer Gorge	Medical Division Lead Instructor <i>15+ years industry experience / Certified Phlebotomist/ Certified Medical Assistant/CPT/CPR Instructor Certified</i>
Jamie Sanborn	MBOA Instructor <i>Certified Medical Assistant/CPR Instructor Certified/7+ years of industry experience</i>
Amber Wood	PT Instructor <i>Pharmacy Technician License—CA Board of Pharmacy/15 years of industry experience</i>
Cindi Eaton	PMA Instructor <i>25+ years industry experience/Certified Medical Assistant/CPR Instructor Certified</i>
Jim Miller	Adjunct PMA Instructor <i>CCMA-AC Certified/6 years of industry experience/ IOT Graduate</i>

Nursing

Jean Peterson, RN, BA	Director of Nursing <i>27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified</i>
Lisbeth Vienneau, RN, BC	Nursing Instructor <i>30+ years industry experience/Med-Surg Board Certified/ CPR ACLS Certified</i>
Renee O'Loughlin	Nursing Instructor
Jane Thimmesch, RN, BC	Nursing Instructor <i>40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certified</i>
Denise Derk, RN, CEN	Nursing Instructor <i>36+ years industry experience/BLS, ACLS Certified/State of CA Adult and Vocational Teaching Credential</i>
Latisha Black, AA, LVN	Nursing Instructor <i>LVNIII/Blood Draw and IV Certified</i>
Vicky Dent	Nursing Instructor
Carol Gammino, RN, BSN	Nursing Instructor <i>RN/BSN/PHN/NW Parish Nurse and Health Ministries & DSD Certified/ 30 years of industry experience</i>
Sandra Teitgen	Nursing Instructor

(Continued on page 18)



Staff and Faculty

(Continued from page 17)

Kenneth Forman, LVN Nursing Instructor
LVNIII/BLS Certified/ 24 years of industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Susan Cull, RN Nursing Instructor
AA/RN/WCC/Med-Surg/Hospice Care/CPR & ACLS Certified/45 years of industry experience

Kimberly Lonjin Nursing Instructor

Karen Fischer VN Administrative Assistant/
Support Services
Legal Secretary License/ Event & Planning Certified

Don Halsey Nursing Instructor

James Spray Adjunct Nursing Instructor

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Eddie Russell Adjunct HVAC Instructor
HVAC, EPA & Mini Split Certified/43 years of industry experience

Paul Cain HVAC Instructor
HVAC, EPA & Mini Split Certified / 3 + years of industry experience

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant
Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Laurie Fowler Director of Clinical Education - PTA



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2018 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
1755 Hilltop Drive, Redding, CA. 96002

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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Please Print Name

Signature

Date

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If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Redding Branch Campus

Revised: March 22, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning

Medical Billing & Office Administration

Pharmacy Technician

Professional Medical Assistant

January 14, 2019 October 17, 2019
February 18, 2019 November 21, 2019
March 25, 2019 January 9, 2020
April 29, 2019 February 13, 2020
June 3, 2019 March 19, 2020
July 8, 2019 April 23, 2020
August 12, 2019 May 29, 2020
September 16, 2019 July 2, 2020
October 21, 2019 August 6, 2020
November 25, 2019 September 11, 2020

**Refer to Main Catalog for
Program Descriptions**

Nursing Assistant

April 8, 2019 May 22, 2019
June 3, 2019 July 18, 2019
July 22, 2019 September 5, 2019
September 9, 2019 October 23, 2019
October 28, 2019 December 11, 2019

Vocational Nursing (Full Time)

March 18, 2019 April 17, 2020
July 15, 2019 August 14, 2020
November 11, 2019 December 11, 2020

Vocational Nursing (Part Time)

March 18, 2019 December 12, 2020



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
 1:00 p.m. to 5:30 p.m.
 5:30 p.m. to 10:00 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days

The above schedule is typical, but is subject to change.

**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.



2019 Class Schedule—VN Classes (Part-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

*Students attend one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day: #

No Class: #





2019 Class Schedule—NA Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday - Friday 6:30am to 1:00pm*

*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

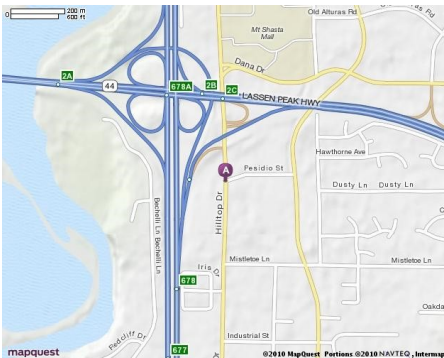
Legend

Scheduled Class Day:

#

No Class:

#



A one bedroom apartment near the campus is estimated to cost \$758.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus.

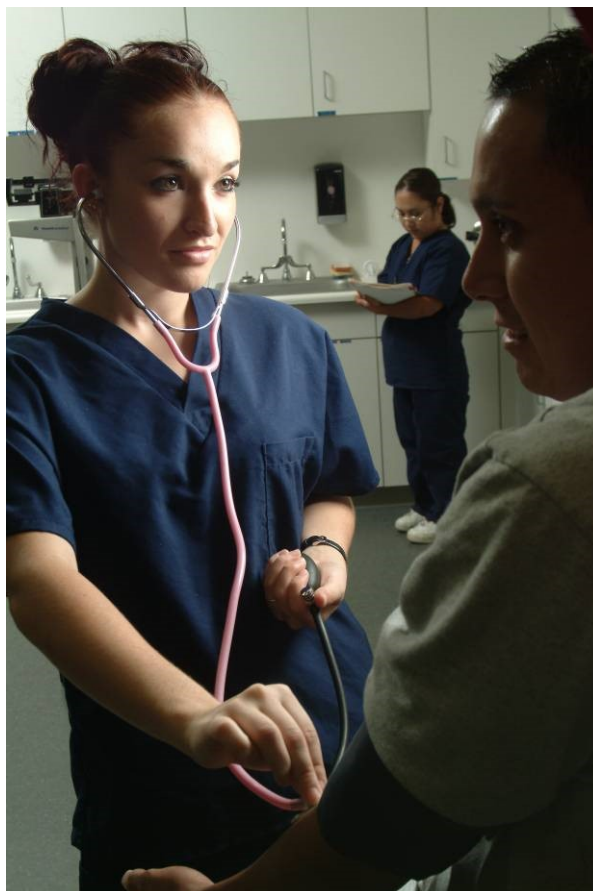
Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Admin-

istration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 960.00
Tuition	\$ 17,888.00
Total	\$ 18,923.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 676.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,655.00

Nursing Assistant*

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 218.00
Tuition	\$ 2,117.00
Total	\$ 2,500.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 85.00
Books & Supplies	\$ 868.00
Tuition	\$ 17,968.00
Total	\$ 18,996.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 571.00
Tuition	\$ 15,744.00
Total	\$ 16,390.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,905.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,005.00

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,905.00
Tuition (Year 1)	\$ 19,122.00
Tuition (Year 2)	\$ 12,748.00
Total	\$ 33,940.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,923.00	48.5	800	40
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,655.00	47.5	860	40
Nursing Assistant	\$2,117.00					\$2,500.00	N/A	171	7
Pharmacy Technician	\$8,984.00	\$8,984.00				\$ 18,996.00	47.5	860	40
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,390.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,005.00	62.5	1575	51
Vocational Nursing (Night Class)	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$ 33,940.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	\$8,994.00	\$899.40	\$1,798.80	\$2,698.20	\$3,597.60	\$4,497.00	\$5,396.40
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Nursing Assistant	\$2,117.00	\$211.70	\$423.40	\$635.10	\$846.80	\$1,058.50	\$1,270.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Vocational Nursing (Night Classes)	\$6,374.00	\$637.40	\$1,274.80	\$1,912.20	\$2,549.60	\$3,187.00	\$3,824.40

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 18
- Evaluation used: PSB computerized exam
Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

(Continued on page 14)



Vocational Nursing Addendum

(Continued from page 13)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

(Continued on page 15)



Vocational Nursing Addendum

(Continued from page 14)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**

Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.

2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**

The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

(Continued on page 16)



Vocational Nursing Addendum

(Continued from page 15)

Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

(Continued on page 17)



Vocational Nursing Addendum

(Continued from page 16)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Staff and Faculty

CAMPUS STAFF

Jim Herberger	Campus President
Alisha Duncan	HR Coordinator / Executive Assistant
Kim Snow	Director of Education
Jean Peterson	Director of Nursing
Karen Fischer	VN Administrative Assistant / Support Services
Kim Swanson	Registrar
Brandi Vanderpool	Director of Admissions
Ashlee Libolt	Admissions Representative
Cassie Stevenson	Senior Financial Aid Officer
Gabriel Alberigi	Financial Aid Officer
Audrey Krueger	Student Accounts Representative
Alexa Kofford	Director of Student Services
Amber Powell	Director of Career Services
Mellisa Burton	Career Services Advisor
Lynn Swendiman	Externship Coordinator
Danny Hibbard	Campus Cleaner
Maria Gomar	Receptionist
TBD	LRC Coordinator
Alexander Schnabel	Security Guard

FACULTY

General Education

Erin Andrade	ProDev Instructor <i>Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience</i>
Julie Valiquette	Adjunct Instructor <i>Registered Marriage & Family Associate, CPR Certified, 2 years teaching experience</i>
Jacob Hornaday	Adjunct Instructor <i>Master's Degree, 5 years teaching experience</i>
David Wylie	Adjunct ProDev Instructor <i>Bachelor's Degree and 1 year teaching experience</i>

Medical

Jennifer Gorge	Medical Division Lead Instructor <i>15+ years industry experience / Certified Phlebotomist/ Certified Medical Assistant/CPT/CPR Instructor Certified</i>
Jamie Sanborn	MBOA Instructor <i>Certified Medical Assistant/CPR Instructor Certified/7+ years of industry experience</i>
Amber Wood	PT Instructor <i>Pharmacy Technician License—CA Board of Pharmacy/15 years of industry experience</i>
Cindi Eaton	PMA Instructor <i>25+ years industry experience/Certified Medical Assistant/CPR Instructor Certified</i>
Jim Miller	Adjunct PMA Instructor <i>CCMA-AC Certified/6 years of industry experience/ IOT Graduate</i>

Nursing

Jean Peterson, RN, BA	Director of Nursing <i>27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified</i>
Lisbeth Vienneau, RN, BC	Nursing Instructor <i>30+ years industry experience/Med-Surg Board Certified/ CPR ACLS Certified</i>
Renee O'Loughlin	Nursing Instructor
Jane Thimmesch, RN, BC	Nursing Instructor <i>40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certifie</i>
Denise Derk, RN, CEN	Nursing Instructor <i>36+ years industry experience/BLS, ACLS Certified/State of CA Adult and Vocational Teaching Credential</i>
Latisha Black, AA, LVN	Nursing Instructor <i>LVNIII/Blood Draw and IV Certified</i>
Vicky Dent	Nursing Instructor
Carol Gammino, RN, BSN	Nursing Instructor <i>RN/BSN/PHN/NW Parish Nurse and Health Ministries & DSD Certified/ 30 years of industry experience</i>
Sandra Teitgen	Nursing Instructor

(Continued on page 19)



Staff and Faculty

(Continued from page 18)

Kenneth Forman, LVN Nursing Instructor
LVNIII/BLS Certified/ 24 years of industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Susan Cull, RN Nursing Instructor
AA/RN/WCC/Med-Surg/Hospice Care/CPR & ACLS Certified/45 years of industry experience

Kimberly Lonjin Nursing Instructor

Karen Fischer VN Administrative Assistant/
Support Services
Legal Secretary License/ Event & Planning Certified

Don Halsey Nursing Instructor

James Spray Adjunct Nursing Instructor

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Eddie Russell Adjunct HVAC Instructor
HVAC, EPA & Mini Split Certified/43 years of industry experience

Paul Cain HVAC Instructor
HVAC, EPA & Mini Split Certified / 3 + years of industry experience

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant
Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Laurie Fowler Director of Clinical Education - PTA



Catalog Changes: Nursing Assistant

COURSE OBJECTIVE

The objective of the Nursing Assistant (NA) program is to prepare students with the knowledge, technical skills, and work habits required to become a Nursing Assistant. IOT instructors provide quality Nurse Assistant training in classroom and clinical settings.

Students will receive a basic knowledge of terminology, an overview of California regulations, along with law and ethics associated with the role of Nursing Assistant.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to find an entry-level position in a medical setting.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student. (Financial Aid is not available for the Nursing Assistant program. The Financial Aid department can provide information regarding payment options.)

HOURS OF INSTRUCTION/PROGRAM LENGTH

NA 110: Nursing Assistant Theory: 71.5 hours

NA 120: Nursing Assistant Clinical: 100 hours

The Training Program Schedule approved by the State of California Health and Human Services Agency is a day program. Classes are held Monday - Friday for approximately 7 weeks. See your Admissions Representative for available class times.

THE PROGRAM

The theory and clinical learning experiences will include the following:

Introduction to Nurse Assistant

The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

Patient Rights

The purpose of this unit is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Communication/Interpersonal Skills

The purpose of this unit is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.

Prevention and Management of Catastrophe and Unusual Occurrences

The purpose of this unit is to introduce the student to the concepts and procedures related to the resident's safety including environmental emergency issues. The Nurse Assistant's role in creating a safe environment for the resident is discussed.

Body Mechanics

The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.





Catalog Changes: Nursing Assistant Addendum

Weights and Measures

The purpose of this unit is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

Patient Care Skills

The purpose of this unit is to teach the students skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.

Patient Care Procedures

The purpose of this unit is to provide learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

Vital Signs

The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Nutrition

The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs.

Emergency Procedures

The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Long Term Care Resident

The purpose of this unit is to introduce the student to

the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

Rehabilitative Nursing

The purpose of this unit is to introduce the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Observation and Charting

The purpose of this unit is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

Observation and Charting

The Nurse Assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

Abuse

The purpose of this unit is to introduce ethical and legal issues regarding preventing, recognizing, and reporting instances of abuse.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2018 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
1755 Hilltop Drive, Redding, CA. 96002

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

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But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

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West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Redding Branch Campus

Revised: April 18, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning

Medical Billing & Office Administration

Pharmacy Technician

Professional Medical Assistant

January 14, 2019 October 17, 2019
February 18, 2019 November 21, 2019
March 25, 2019 January 9, 2020
April 29, 2019 February 13, 2020
June 3, 2019 March 19, 2020
July 8, 2019 April 23, 2020
August 12, 2019 May 29, 2020
September 16, 2019 July 2, 2020
October 21, 2019 August 6, 2020
November 25, 2019 September 11, 2020

**Refer to Main Catalog for
Program Descriptions**

Nursing Assistant

April 8, 2019 May 22, 2019
June 3, 2019 July 18, 2019
July 22, 2019 September 5, 2019
September 9, 2019 October 23, 2019
October 28, 2019 December 11, 2019

Vocational Nursing (Full Time)

March 18, 2019 April 17, 2020
July 15, 2019 August 14, 2020
November 11, 2019 December 11, 2020

Vocational Nursing (Part Time)

March 18, 2019 December 12, 2020



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
 1:00 p.m. to 5:30 p.m.
 5:30 p.m. to 10:00 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days

The above schedule is typical, but is subject to change.

**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.



2019 Class Schedule—VN Classes (Part-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
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24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

*Students attend one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day: #

No Class: #





2019 Class Schedule—NA Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
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23	24	25	26	27	28	29
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday - Friday 6:30am to 1:00pm*

*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

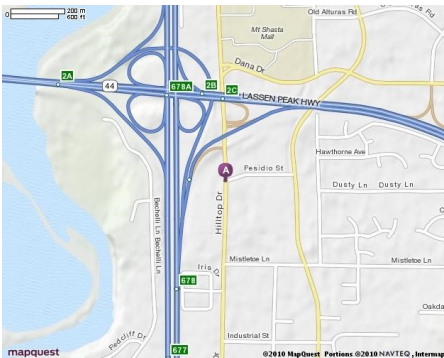
Legend

Scheduled Class Day:

#

No Class:

#



A one bedroom apartment near the campus is estimated to cost \$758.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus.

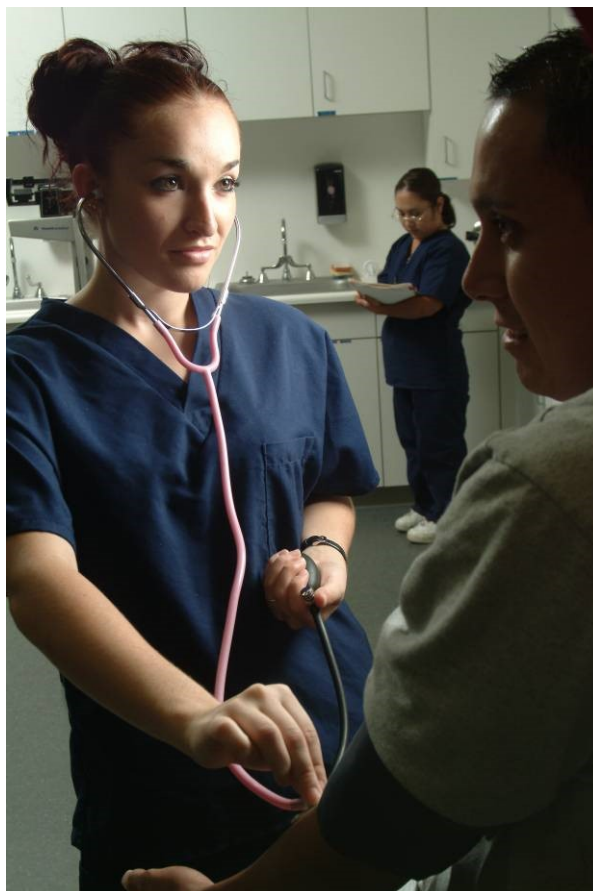
Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Admin-

istration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 960.00
Tuition	\$ 17,888.00
Total	\$ 18,923.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 676.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,655.00

Nursing Assistant*

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 218.00
Tuition	\$ 2,117.00
Total	\$ 2,500.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 85.00
Books & Supplies	\$ 868.00
Tuition	\$ 17,968.00
Total	\$ 18,996.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 571.00
Tuition	\$ 15,744.00
Total	\$ 16,390.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,905.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,005.00

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,905.00
Tuition (Year 1)	\$ 19,122.00
Tuition (Year 2)	\$ 12,748.00
Total	\$ 33,940.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,923.00	48.5	800	40
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,655.00	47.5	860	40
Nursing Assistant	\$2,117.00					\$2,500.00	N/A	171	7
Pharmacy Technician	\$8,984.00	\$8,984.00				\$ 18,996.00	47.5	860	40
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,390.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,005.00	62.5	1575	51
Vocational Nursing (Night Class)	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$ 33,940.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	\$8,994.00	\$899.40	\$1,798.80	\$2,698.20	\$3,597.60	\$4,497.00	\$5,396.40
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Nursing Assistant	\$2,117.00	\$211.70	\$423.40	\$635.10	\$846.80	\$1,058.50	\$1,270.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Vocational Nursing (Night Classes)	\$6,374.00	\$637.40	\$1,274.80	\$1,912.20	\$2,549.60	\$3,187.00	\$3,824.40

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 18
- Evaluation used: PSB computerized exam
Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

(Continued on page 14)



Vocational Nursing Addendum

(Continued from page 13)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

(Continued on page 15)



Vocational Nursing Addendum

(Continued from page 14)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**

Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.

2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**

The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

(Continued on page 16)



Vocational Nursing Addendum

(Continued from page 15)

Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

(Continued on page 17)



Vocational Nursing Addendum

(Continued from page 16)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Staff and Faculty

CAMPUS STAFF

Jim Herberger	Campus President
Alisha Duncan	HR Coordinator / Executive Assistant
Kim Snow	Director of Education
Jean Peterson	Director of Nursing
Karen Fischer	VN Administrative Assistant / Support Services
Kim Swanson	Registrar
Brandi Vanderpool	Director of Admissions
Ashlee Libolt	Admissions Representative
Cassie Stevenson	Senior Financial Aid Officer
Gabriel Alberigi	Financial Aid Officer
Audrey Krueger	Student Accounts Representative
Alexa Kofford	Director of Student Services
Amber Powell	Director of Career Services
Mellisa Burton	Career Services Advisor
Lynn Swendiman	Externship Coordinator
Danny Hibbard	Campus Cleaner
Maria Gomar	Receptionist
Cheryl Frazer	LRC Coordinator
Alexander Schnabel	Security Guard

FACULTY

General Education

Erin Andrade	ProDev Instructor <i>Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience</i>
Julie Valiquette	Adjunct Instructor <i>Registered Marriage & Family Associate, CPR Certified, 2 years teaching experience</i>
Jacob Hornaday	Adjunct Instructor <i>Master's Degree, 5 years teaching experience</i>
David Wylie	Adjunct ProDev Instructor <i>Bachelor's Degree and 1 year teaching experience</i>

Medical

Jennifer Gorge	Medical Division Lead Instructor <i>15+ years industry experience / Certified Phlebotomist/ Certified Medical Assistant/CPT/CPR Instructor Certified</i>
Jamie Sanborn	MBOA Instructor <i>Certified Medical Assistant/CPR Instructor Certified/7+ years of industry experience</i>
Amber Wood	PT Instructor <i>Pharmacy Technician License—CA Board of Pharmacy/15 years of industry experience</i>
Cindi Eaton	PMA Instructor <i>25+ years industry experience/Certified Medical Assistant/CPR Instructor Certified</i>
Jim Miller	Adjunct PMA Instructor <i>CCMA-AC Certified/6 years of industry experience/ IOT Graduate</i>

Nursing

Jean Peterson, RN, BA	Director of Nursing <i>27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified</i>
Lisbeth Vienneau, RN, BC	Nursing Instructor <i>30+ years industry experience/Med-Surg Board Certified/ CPR ACLS Certified</i>
Renee O'Loughlin, BSN	Nursing Instructor <i>228 years industry experience</i>
Jane Thimmesch, RN, BC	Nursing Instructor <i>40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certifie</i>
Denise Derk, RN, CEN	Nursing Instructor <i>36+ years industry experience/BLS, ACLS Certified/State of CA Adult and Vocational Teaching Credential</i>
Latisha Black, AA, LVN	Nursing Instructor <i>LVNIII/Blood Draw and IV Certified, 8+ years industry experience</i>
Vicky Dent, RN, CMS, CDP, DSD, Certified Legal Nurse Consultant, Certified EPIC EHR Trainer	Nursing Instructor <i>39+ years industry experience</i>

(Continued on page 19)



Staff and Faculty

(Continued from page 18)

Carol Gammino, RN, BSN Nursing Instructor
RN/BSN/PHN/NW Parish Nurse and Health Ministries & DSD Certified/ 30 years of industry experience

Sandra Teitgen, BSN Nursing Instructor

Kenneth Forman, LVN Nursing Instructor
LVNIII/BLS Certified/ 24 years of industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Susan Cull, RN Nursing Instructor
AA/RN/WCC/Med-Surg/Hospice Care/CPR & ACLS Certified/45 years of industry experience

Kimberly Lonjin Nursing Instructor
AA Nursing and AA Early Childhood Education, 15+ years industry experience

Karen Fischer VN Administrative Assistant/
Support Services

40+ years industry experience

Legal Secretary License/ Event & Planning Certified

Don Halsey Nursing Instructor
BA Nursing, 25+ years industry experience

James Spray, BSN Adjunct Nursing Instructor
AA Nursing, BA in Education Masters, BS in Nursing, National EMT Registry/Certification, CA Clear Teaching Credential, BA in Political Science, 5+ years industry experience

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Eddie Russell Adjunct HVAC Instructor
HVAC, EPA & Mini Split Certified/43 years of industry experience

Paul Cain HVAC Instructor
HVAC, EPA & Mini Split Certified / 3 + years of industry experience

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant
Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Laurie Fowler, PT Director of Clinical Education - PTA
BS Physical Therapy, 25+ years industry experience



Catalog Changes: Nursing Assistant

COURSE OBJECTIVE

The objective of the Nursing Assistant (NA) program is to prepare students with the knowledge, technical skills, and work habits required to become a Nursing Assistant. IOT instructors provide quality Nurse Assistant training in classroom and clinical settings.

Students will receive a basic knowledge of terminology, an overview of California regulations, along with law and ethics associated with the role of Nursing Assistant.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to find an entry-level position in a medical setting.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student. (Financial Aid is not available for the Nursing Assistant program. The Financial Aid department can provide information regarding payment options.)

HOURS OF INSTRUCTION/PROGRAM LENGTH

NA 110: Nursing Assistant Theory: 71.5 hours

NA 120: Nursing Assistant Clinical: 100 hours

The Training Program Schedule approved by the State of California Health and Human Services Agency is a day program. Classes are held Monday - Friday for approximately 7 weeks. See your Admissions Representative for available class times.

THE PROGRAM

The theory and clinical learning experiences will include the following:

Introduction to Nurse Assistant

The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

Patient Rights

The purpose of this unit is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Communication/Interpersonal Skills

The purpose of this unit is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.

Prevention and Management of Catastrophe and Unusual Occurrences

The purpose of this unit is to introduce the student to the concepts and procedures related to the resident's safety including environmental emergency issues. The Nurse Assistant's role in creating a safe environment for the resident is discussed.

Body Mechanics

The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.





Catalog Changes: Nursing Assistant Addendum

Weights and Measures

The purpose of this unit is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

Patient Care Skills

The purpose of this unit is to teach the students skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.

Patient Care Procedures

The purpose of this unit is to provide learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

Vital Signs

The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Nutrition

The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs.

Emergency Procedures

The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Long Term Care Resident

The purpose of this unit is to introduce the student to

the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

Rehabilitative Nursing

The purpose of this unit is to introduce the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Observation and Charting

The purpose of this unit is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

Observation and Charting

The Nurse Assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

Abuse

The purpose of this unit is to introduce ethical and legal issues regarding preventing, recognizing, and reporting instances of abuse.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2018 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
1755 Hilltop Drive, Redding, CA. 96002

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Redding Branch Campus

Revised: May 28, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning

Medical Billing & Office Administration

Pharmacy Technician

Professional Medical Assistant

January 14, 2019 October 17, 2019
February 18, 2019 November 21, 2019
March 25, 2019 January 9, 2020
April 29, 2019 February 13, 2020
June 3, 2019 March 19, 2020
July 8, 2019 April 23, 2020
August 12, 2019 May 29, 2020
September 16, 2019 July 2, 2020
October 21, 2019 August 6, 2020
November 25, 2019 September 11, 2020

**Refer to Main Catalog for
Program Descriptions**

Nursing Assistant

April 8, 2019 May 22, 2019
June 3, 2019 July 18, 2019
July 22, 2019 September 5, 2019
September 9, 2019 October 23, 2019
October 28, 2019 December 11, 2019

Vocational Nursing (Full Time)

March 18, 2019 April 17, 2020
July 15, 2019 August 14, 2020
November 11, 2019 December 11, 2020

Vocational Nursing (Part Time)

March 18, 2019 December 12, 2020

Physical Therapist Assistant

November 18, 2019* June 25, 2021

* Pending CAPTE Approval



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

1:00 p.m. to 5:30 p.m.

5:30 p.m. to 10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

12:15 p.m. to 5:15 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
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March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
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October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
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December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days

The above schedule is typical, but is subject to change.

**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.



2019 Class Schedule—VN Classes (Part-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
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March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
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June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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23	24	25	26	27	28	29
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

*Students attend one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day: #

No Class: #





2019 Class Schedule—NA Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
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24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
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24	25	26	27	28	29	30
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April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
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October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday - Friday 6:30am to 1:00pm*

*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

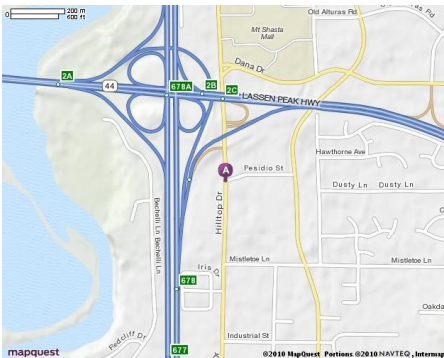
Legend

Scheduled Class Day:

#

No Class:

#



A one bedroom apartment near the campus is estimated to cost \$758.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus.

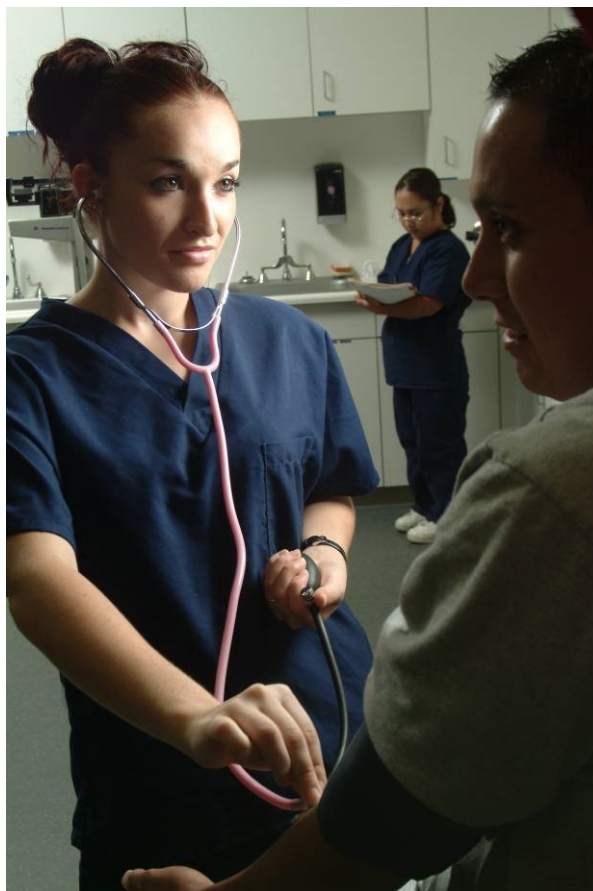
Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Admin-

istration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 960.00
Tuition	\$ 17,888.00
Total	\$ 18,923.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 676.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,655.00

Nursing Assistant*

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 218.00
Tuition	\$ 2,117.00
Total	\$ 2,500.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 85.00
Books & Supplies	\$ 868.00
Tuition	\$ 17,968.00
Total	\$ 18,996.00

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,022.00
Tuition (Year 1)	\$ 12,360.00
Tuition (Year 2)	\$ 12,360.00
Tuition (Year 3)	\$ 6,180.00
Total	\$ 32,997.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 571.00
Tuition	\$ 15,744.00
Total	\$ 16,390.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,905.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,005.00

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,985.00
Tuition (Year 1)	\$ 19,122.00
Tuition (Year 2)	\$ 12,748.00
Total	\$ 34,020.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,923.00	48.5	800	40
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,655.00	47.5	860	40
Nursing Assistant	\$2,117.00					\$2,500.00	N/A	171	7
Pharmacy Technician	\$8,984.00	\$8,984.00				\$ 18,996.00	47.5	860	40
Physical Therapist Assistant	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$32,997.00	65.5	1,573	75
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,390.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,005.00	62.5	1575	51
Vocational Nursing (Night Class)	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$ 34,020.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	\$8,994.00	\$899.40	\$1,798.80	\$2,698.20	\$3,597.60	\$4,497.00	\$5,396.40
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Nursing Assistant	\$2,117.00	\$211.70	\$423.40	\$635.10	\$846.80	\$1,058.50	\$1,270.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Physical Therapist Assistant	\$6,180.00	\$618.00	\$1,236.00	\$1,854.00	\$2,472.00	\$3,090.00	\$3,708.00
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Vocational Nursing (Night Classes)	\$6,374.00	\$637.40	\$1,274.80	\$1,912.20	\$2,549.60	\$3,187.00	\$3,824.40

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 18
- Evaluation used: PSB computerized exam
Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

(Continued from page 13)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

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Vocational Nursing Addendum

(Continued from page 14)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**

Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.

2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**

The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

(Continued on page 16)



Vocational Nursing Addendum

(Continued from page 15)

Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

(Continued on page 17)



Vocational Nursing Addendum

(Continued from page 16)

- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Institute of Technology is seeking accreditation of a new physical therapist assistant education program from the Commission on Accreditation in Physical Therapy Education (CAPTE). The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on June 1, 2019. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: Math Exam
Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the

minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our

(Continued on page 19)



Physical Therapist Assistant Addendum

(Continued from page 18)

community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
 - Case Studies
 - Independent/guided study in "Open Lab"
 - Written examination
 - Attendance at seminars or workshops

- Auto tutorial laboratory
- Research Reports
- Clinical – Acceptable methods of make-up include:
 - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

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Physical Therapist Assistant Addendum

(Continued from page 19)

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees (\$300).
 - a. Submit P1E form (certificate of completion from an accredited institution)

b. Live Scan Finger Print Processing (fees vary)

3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant (\$370 FSBPT + \$55.60 Prometric)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam (\$30 FSBPT + \$20 Prometric)



Staff and Faculty

CAMPUS STAFF

Jim Herberger	Campus President
Alisha Duncan	HR Coordinator / Executive Assistant
Kim Snow	Director of Education
Jean Peterson	Director of Nursing
Karen Fischer	VN Administrative Assistant / Support Services
Kim Swanson	Registrar
Brandi Vanderpool	Director of Admissions
Ashlee Libolt	Admissions Representative
Cassie Stevenson	Senior Financial Aid Officer
Gabriel Alberigi	Financial Aid Officer
Audrey Krueger	Student Accounts Representative
Alexa Kofford	Director of Student Services
Amber Powell	Director of Career Services
Mellisa Burton	Career Services Advisor
Lynn Swendiman	Externship Coordinator
Danny Hibbard	Campus Cleaner
Maria Gomar	Receptionist
Cheryl Frazer	LRC Coordinator
Alexander Schnabel	Security Guard

FACULTY

General Education

Erin Andrade	ProDev Instructor <i>Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience</i>
Julie Valiquette	Adjunct Instructor <i>Registered Marriage & Family Associate, CPR Certified, 2 years teaching experience</i>
Jacob Hornaday	Adjunct Instructor Master's Degree, 5 years teaching experience
David Wylie	Adjunct ProDev Instructor Bachelor's Degree and 1 year teaching experience

Medical

Jennifer Gorge	Medical Division Lead Instructor <i>15+ years industry experience / Certified Phlebotomist/ Certified Medical Assistant/CPT/CPR Instructor Certified</i>
Jamie Sanborn	MBOA Instructor <i>Certified Medical Assistant/CPR Instructor Certified/7+ years of industry experience</i>
Amber Wood	PT Instructor <i>Pharmacy Technician License—CA Board of Pharmacy/15 years of industry experience</i>
Cindi Eaton	PMA Instructor <i>25+ years industry experience/Certified Medical Assistant/CPR Instructor Certified</i>
Jim Miller	Adjunct PMA Instructor <i>CCMA-AC Certified/6 years of industry experience/ IOT Graduate</i>

Nursing

Jean Peterson, RN, BA	Director of Nursing <i>27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified</i>
Lisbeth Vienneau, RN, BC	Nursing Instructor <i>30+ years industry experience/Med-Surg Board Certified/ CPR ACLS Certified</i>
Renee O'Loughlin, BSN	Nursing Instructor 228 years industry experience
Jane Thimmesch, RN, BC	Nursing Instructor <i>40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certifie</i>
Denise Derk, RN, CEN	Nursing Instructor <i>36+ years industry experience/BLS, ACLS Certified/State of CA Adult and Vocational Teaching Credential</i>
Latisha Black, AA, LVN	Nursing Instructor <i>LVNIII/Blood Draw and IV Certified, 8+ years industry experience</i>
Vicky Dent, RN, CMS, CDP, DSD, Certified Legal Nurse Consultant, Certified EPIC EHR Trainer	Nursing Instructor 39+ years industry experience

(Continued on page 22)



Staff and Faculty

(Continued from page 21)

Carol Gammino, RN, BSN Nursing Instructor
RN/BSN/PHN/NW Parish Nurse and Health Ministries & DSD Certified/ 30 years of industry experience

Sandra Teitgen, BSN Nursing Instructor

Kenneth Forman, LVN Nursing Instructor
LVNIII/BLS Certified/ 24 years of industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Susan Cull, RN Nursing Instructor
AA/RN/WCC/Med-Surg/Hospice Care/CPR & ACLS Certified/45 years of industry experience

Kimberly Lonjin Nursing Instructor
AA Nursing and AA Early Childhood Education, 15+ years industry experience

Karen Fischer VN Administrative Assistant/
Support Services

40+ years industry experience

Legal Secretary License/ Event & Planning Certified

Don Halsey Nursing Instructor
BA Nursing, 25+ years industry experience

James Spray, BSN Adjunct Nursing Instructor
AA Nursing, BA in Education Masters, BS in Nursing, National EMT Registry/Certification, CA Clear Teaching Credential, BA in Political Science, 5+ years industry experience

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Eddie Russell Adjunct HVAC Instructor
HVAC, EPA & Mini Split Certified/43 years of industry experience

Paul Cain HVAC Instructor
HVAC, EPA & Mini Split Certified / 3 + years of industry experience

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant
Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Laurie Fowler, PT Director of Clinical Education - PTA
BS Physical Therapy, 25+ years industry experience



Catalog Changes: Nursing Assistant

COURSE OBJECTIVE

The objective of the Nursing Assistant (NA) program is to prepare students with the knowledge, technical skills, and work habits required to become a Nursing Assistant. IOT instructors provide quality Nurse Assistant training in classroom and clinical settings.

Students will receive a basic knowledge of terminology, an overview of California regulations, along with law and ethics associated with the role of Nursing Assistant.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to find an entry-level position in a medical setting.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student. (Financial Aid is not available for the Nursing Assistant program. The Financial Aid department can provide information regarding payment options.)

HOURS OF INSTRUCTION/PROGRAM LENGTH

NA 110: Nursing Assistant Theory: 71.5 hours

NA 120: Nursing Assistant Clinical: 100 hours

The Training Program Schedule approved by the State of California Health and Human Services Agency is a day program. Classes are held Monday - Friday for approximately 7 weeks. See your Admissions Representative for available class times.

THE PROGRAM

The theory and clinical learning experiences will include the following:

Introduction to Nurse Assistant

The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

Patient Rights

The purpose of this unit is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Communication/Interpersonal Skills

The purpose of this unit is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.

Prevention and Management of Catastrophe and Unusual Occurrences

The purpose of this unit is to introduce the student to the concepts and procedures related to the resident's safety including environmental emergency issues. The Nurse Assistant's role in creating a safe environment for the resident is discussed.

Body Mechanics

The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.





Catalog Changes: Nursing Assistant Addendum

Weights and Measures

The purpose of this unit is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

Patient Care Skills

The purpose of this unit is to teach the students skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.

Patient Care Procedures

The purpose of this unit is to provide learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

Vital Signs

The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Nutrition

The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs.

Emergency Procedures

The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Long Term Care Resident

The purpose of this unit is to introduce the student to

the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

Rehabilitative Nursing

The purpose of this unit is to introduce the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Observation and Charting

The purpose of this unit is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

Observation and Charting

The Nurse Assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

Abuse

The purpose of this unit is to introduce ethical and legal issues regarding preventing, recognizing, and reporting instances of abuse.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
1755 Hilltop Drive, Redding, CA. 96002

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

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Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Redding Branch Campus

Revised: June 28, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning

Medical Billing & Office Administration

Pharmacy Technician

Professional Medical Assistant

January 14, 2019 October 17, 2019
February 18, 2019 November 21, 2019
March 25, 2019 January 9, 2020
April 29, 2019 February 13, 2020
June 3, 2019 March 19, 2020
July 8, 2019 April 23, 2020
August 12, 2019 May 29, 2020
September 16, 2019 July 2, 2020
October 21, 2019 August 6, 2020
November 25, 2019 September 11, 2020

**Refer to Main Catalog for
Program Descriptions**

Nursing Assistant

April 8, 2019 May 22, 2019
June 3, 2019 July 18, 2019
July 22, 2019 September 5, 2019
September 9, 2019 October 23, 2019
October 28, 2019 December 11, 2019

Vocational Nursing (Full Time)

March 18, 2019 April 17, 2020
July 15, 2019 August 14, 2020
November 11, 2019 December 11, 2020

Vocational Nursing (Part Time)

March 18, 2019 December 12, 2020

Physical Therapist Assistant

November 18, 2019* June 25, 2021

* Pending CAPTE Approval



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

1:00 p.m. to 5:30 p.m.

5:30 p.m. to 10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

12:15 p.m. to 5:15 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days

The above schedule is typical, but is subject to change.

**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.



2019 Class Schedule—VN Classes (Part-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

*Students attend one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day: #

No Class: #





2019 Class Schedule—NA Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday - Friday 6:30am to 1:00pm*

*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

Legend

Scheduled Class Day:

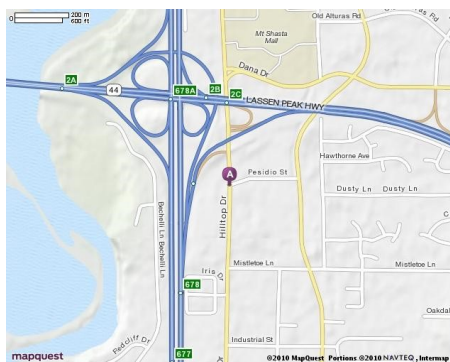
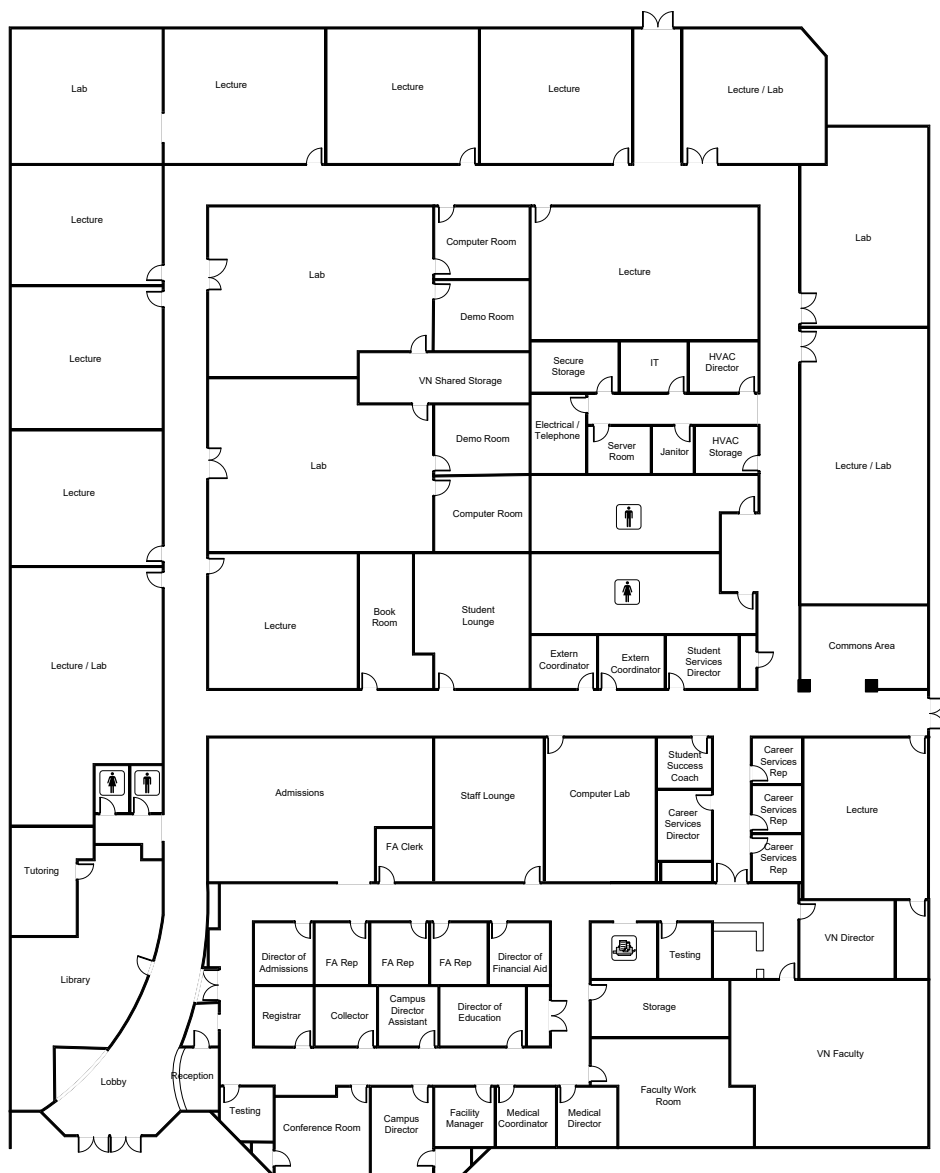
#

No Class:

#



Facilities



Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs, 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS

A one bedroom apartment near the campus is estimated to cost \$758.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus.

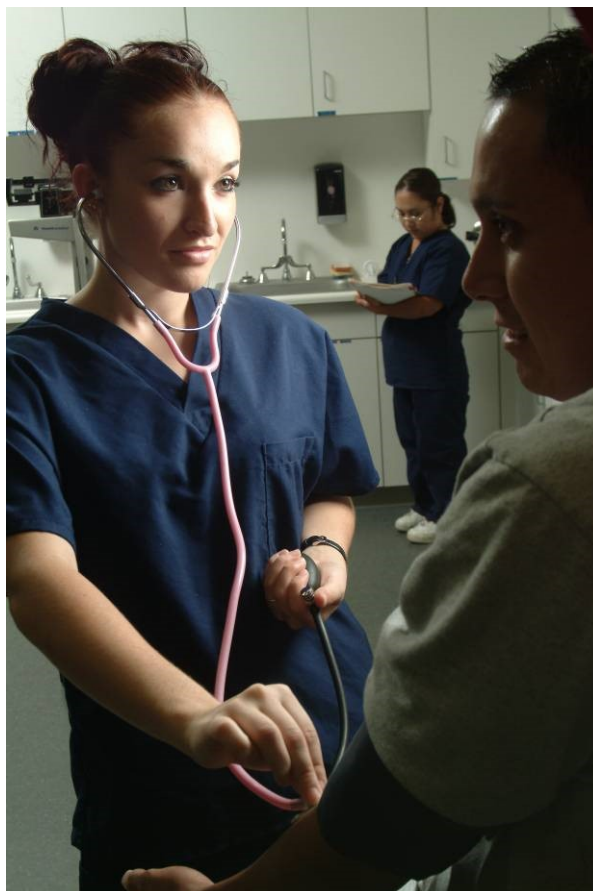
Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Admin-

istration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 960.00
Tuition	\$ 17,888.00
Total	\$ 18,923.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 676.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,655.00

Nursing Assistant*

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 218.00
Tuition	\$ 2,117.00
Total	\$ 2,500.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 85.00
Books & Supplies	\$ 868.00
Tuition	\$ 17,968.00
Total	\$ 18,996.00

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,022.00
Tuition (Year 1)	\$ 12,360.00
Tuition (Year 2)	\$ 12,360.00
Tuition (Year 3)	\$ 6,180.00
Total	\$ 32,997.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 571.00
Tuition	\$ 15,744.00
Total	\$ 16,390.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,905.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,005.00

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,985.00
Tuition (Year 1)	\$ 19,122.00
Tuition (Year 2)	\$ 12,748.00
Total	\$ 34,020.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,923.00	48.5	800	40
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,655.00	47.5	860	40
Nursing Assistant	\$2,117.00					\$2,500.00	N/A	171	7
Pharmacy Technician	\$8,984.00	\$8,984.00				\$ 18,996.00	47.5	860	40
Physical Therapist Assistant	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$32,997.00	65.5	1,573	75
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,390.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,005.00	62.5	1575	51
Vocational Nursing (Night Class)	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$ 34,020.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	\$8,994.00	\$899.40	\$1,798.80	\$2,698.20	\$3,597.60	\$4,497.00	\$5,396.40
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Nursing Assistant	\$2,117.00	\$211.70	\$423.40	\$635.10	\$846.80	\$1,058.50	\$1,270.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Physical Therapist Assistant	\$6,180.00	\$618.00	\$1,236.00	\$1,854.00	\$2,472.00	\$3,090.00	\$3,708.00
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Vocational Nursing (Night Classes)	\$6,374.00	\$637.40	\$1,274.80	\$1,912.20	\$2,549.60	\$3,187.00	\$3,824.40

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 18
- Evaluation used: PSB computerized exam
Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

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Vocational Nursing Addendum

(Continued from page 14)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**

Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.

2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**

The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

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Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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Vocational Nursing Addendum

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- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Institute of Technology is seeking accreditation of a new physical therapist assistant education program from the Commission on Accreditation in Physical Therapy Education (CAPTE). The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on June 1, 2019. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20

- Evaluation used: Math Exam
Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as

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Physical Therapist Assistant Addendum

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without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up

may include:

- Case Studies
- Independent/guided study in "Open Lab"
- Written examination
- Attendance at seminars or workshops
- Auto tutorial laboratory
- Research Reports
- Clinical – Acceptable methods of make-up include:
 - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00

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Physical Therapist Assistant Addendum

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F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees (\$300).
 - a. Submit P1E form (certificate of completion from an accredited institution)
 - b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant (\$370 FSBPT + \$55.60 Prometric)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam (\$30 FSBPT + \$20 Prometric)



Staff and Faculty

CAMPUS STAFF

Jim Herberger	Campus President
Alisha Duncan	HR Coordinator / Executive Assistant
Kim Snow	Director of Education
Jean Peterson	Director of Nursing
Karen Fischer	VN Administrative Assistant / Support Services
Kim Swanson	Registrar
Brandi Vanderpool	Director of Admissions
Khampasong Phommavongxay-Hoxie	Admissions Representative
Cassie Stevenson	Senior Financial Aid Officer
Gabriel Alberigi	Financial Aid Officer
Audrey Krueger	Student Accounts Representative
Alexa Kofford	Director of Student Services
Amber Powell	Director of Career Services
Lynn Swendiman	Externship Coordinator
Danny Hibbard	Campus Cleaner
Mahala Rogers	Receptionist
Cheryl Frazer	LRC Coordinator
Mckenna Basnett	Security Guard

FACULTY

General Education

Erin Andrade	ProDev Instructor
<i>Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience</i>	
Julie Valiquette	Adjunct Instructor
<i>Registered Marriage & Family Associate, CPR Certified, 2 years teaching experience</i>	
Jacob Hornaday	Adjunct Instructor
<i>Master's Degree, 5 years teaching experience</i>	
David Wylie	Adjunct ProDev Instructor
<i>Bachelor's Degree and 1 year teaching experience</i>	

Medical

Jennifer Gorge	Medical Division Lead Instructor
<i>15+ years industry experience / Certified Phlebotomist/ Certified Medical Assistant/CPT/CPR Instructor Certified</i>	
Jamie Sanborn	MBOA Instructor
<i>Certified Medical Assistant/CPR Instructor Certified/7+ years of industry experience</i>	
Amber Wood	PT Instructor
<i>Pharmacy Technician License—CA Board of Pharmacy/15 years of industry experience</i>	
Cindi Eaton	PMA Instructor
<i>25+ years industry experience/Certified Medical Assistant/CPR Instructor Certified</i>	
Michael Martini	Adjunct Medical Instructor
<i>7 years of industry experience</i>	
Jolanda Daniels, LVN	Adjunct Medical Instructor
<i>Licensed Vocational Nurse / 11 years of industry experience</i>	

Nursing

Jean Peterson, RN, BA	Director of Nursing
<i>27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified</i>	
Lisbeth Vienneau, RN, BC	Nursing Instructor
<i>30+ years industry experience/Med-Surg Board Certified/ CPR ACLS Certified</i>	
Renee O'Loughlin, BSN	Nursing Instructor
<i>228 years industry experience</i>	
Jane Thimmesch, RN, BC	Nursing Instructor
<i>40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certifie</i>	
Latisha Black, AA, LVN	Nursing Instructor
<i>LVNIII/Blood Draw and IV Certified, 8+ years industry experience</i>	
Vicky Dent, RN, CMS, CDP, DSD, Certified Legal Nurse Consultant, Certified EPIC EHR Trainer	Nursing Instructor
<i>39+ years industry experience</i>	
Carol Gammino, RN, BSN	Nursing Instructor
<i>RN/BSN/PHN/NW Parish Nurse and Health Ministries &</i>	

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Staff and Faculty

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DSD Certified/ 30 years of industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor

LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Susan Cull, RN Nursing Instructor

AA/RN/WCC/Med-Surg/Hospice Care/CPR & ACLS Certified/45 years of industry experience

Kimberly Lonjin Nursing Instructor

AA Nursing and AA Early Childhood Education, 15+ years industry experience

40+ years industry experience

Legal Secretary License/ Event & Planning Certified

Don Halsey Nursing Instructor

BA Nursing, 25+ years industry experience

James Spray, BSN Adjunct Nursing Instructor

AA Nursing, BA in Education Masters, BS in Nursing, National EMT Registry/Certification, CA Clear Teaching Credential, BA in Political Science, 5+ years industry experience

Carole Liu, RN Adjunct Nursing Instructor

14 years of industry experience

Sherry Lane, BSN, RN Adjunct Nursing Instructor

20 years of industry experience

Dorella Miller, BSN, RN, PHN Adjunct Nursing Instructor

33 years of industry experience

Karen Fischer VN Administrative Assistant/

Support Services

Legal Secretary Certified and 40 years of industry experience

Technical

Paul Garza HVAC Lead Instructor

18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Paul Cain HVAC Instructor

HVAC, EPA & Mini Split Certified / 3 + years of industry experience

Eddie Russell Adjunct HVAC Instructor

HVAC, EPA & Mini Split Certified/43 years of industry experience

Timothy Bullard Adjunct HVAC Instructor

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant

Program Director

Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Laurie Fowler, PT Director of Clinical Education - PTA

BS Physical Therapy, 25+ years industry experience

Melanie Blohm, BS, PTA PTA Instructor

23+ years of industry experience

Diana Kirschman, BS, PT PTA Instructor

26+ years of industry experience

Patti Bovees, PTA PTA Instructor

20 years of industry experience

Rita Allmeyer-Green BS, PT PTA Instructor

23 years of industry experience



Catalog Changes: Nursing Assistant

COURSE OBJECTIVE

The objective of the Nursing Assistant (NA) program is to prepare students with the knowledge, technical skills, and work habits required to become a Nursing Assistant. IOT instructors provide quality Nurse Assistant training in classroom and clinical settings.

Students will receive a basic knowledge of terminology, an overview of California regulations, along with law and ethics associated with the role of Nursing Assistant.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to find an entry-level position in a medical setting.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student. (Financial Aid is not available for the Nursing Assistant program. The Financial Aid department can provide information regarding payment options.)

HOURS OF INSTRUCTION/PROGRAM LENGTH

NA 110: Nursing Assistant Theory: 71.5 hours

NA 120: Nursing Assistant Clinical: 100 hours

The Training Program Schedule approved by the State of California Health and Human Services Agency is a day program. Classes are held Monday - Friday for approximately 7 weeks. See your Admissions Representative for available class times.

THE PROGRAM

The theory and clinical learning experiences will include the following:

Introduction to Nurse Assistant

The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

Patient Rights

The purpose of this unit is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Communication/Interpersonal Skills

The purpose of this unit is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.

Prevention and Management of Catastrophe and Unusual Occurrences

The purpose of this unit is to introduce the student to the concepts and procedures related to the resident's safety including environmental emergency issues. The Nurse Assistant's role in creating a safe environment for the resident is discussed.

Body Mechanics

The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.





Catalog Changes: Nursing Assistant Addendum

Weights and Measures

The purpose of this unit is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

Patient Care Skills

The purpose of this unit is to teach the students skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.

Patient Care Procedures

The purpose of this unit is to provide learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

Vital Signs

The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Nutrition

The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs.

Emergency Procedures

The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Long Term Care Resident

The purpose of this unit is to introduce the student to

the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

Rehabilitative Nursing

The purpose of this unit is to introduce the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Observation and Charting

The purpose of this unit is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

Observation and Charting

The Nurse Assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

Abuse

The purpose of this unit is to introduce ethical and legal issues regarding preventing, recognizing, and reporting instances of abuse.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits (subsequently referred to as "covered individual") may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also



VA Catalog Addendum

include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
1755 Hilltop Drive, Redding, CA. 96002

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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Please Print Name

Signature

Date

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West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
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Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Redding Branch Campus

Revised: July 17, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning

Medical Billing & Office Administration

Pharmacy Technician

Professional Medical Assistant

January 14, 2019 October 17, 2019
February 18, 2019 November 21, 2019
March 25, 2019 January 9, 2020
April 29, 2019 February 13, 2020
June 3, 2019 March 19, 2020
July 8, 2019 April 23, 2020
August 12, 2019 May 29, 2020
September 16, 2019 July 2, 2020
October 21, 2019 August 6, 2020
November 25, 2019 September 11, 2020

**Refer to Main Catalog for
Program Descriptions**

Nursing Assistant

April 8, 2019 May 22, 2019
June 3, 2019 July 18, 2019
July 22, 2019 September 5, 2019
September 9, 2019 October 23, 2019
October 28, 2019 December 11, 2019

Vocational Nursing (Full Time)

March 18, 2019 April 17, 2020
July 15, 2019 August 14, 2020
November 11, 2019 December 11, 2020

Vocational Nursing (Part Time)

March 18, 2019 December 12, 2020

Physical Therapist Assistant

November 18, 2019* June 25, 2021

* Pending CAPTE Approval



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

1:00 p.m. to 5:30 p.m.

5:30 p.m. to 10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

12:15 p.m. to 5:15 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days

The above schedule is typical, but is subject to change.

**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.



2019 Class Schedule—VN Classes (Part-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
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24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

*Students attend one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day: #

No Class: #





2019 Class Schedule—NA Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
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24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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23	24	25	26	27	28	29
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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14	15	16	17	18	19	20
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August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday - Friday 6:30am to 1:00pm*

*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

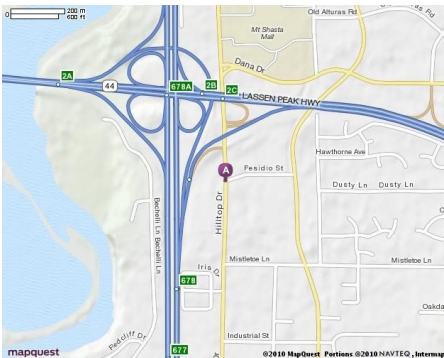
Legend

Scheduled Class Day:

#

No Class:

#



A one bedroom apartment near the campus is estimated to cost \$758.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus.

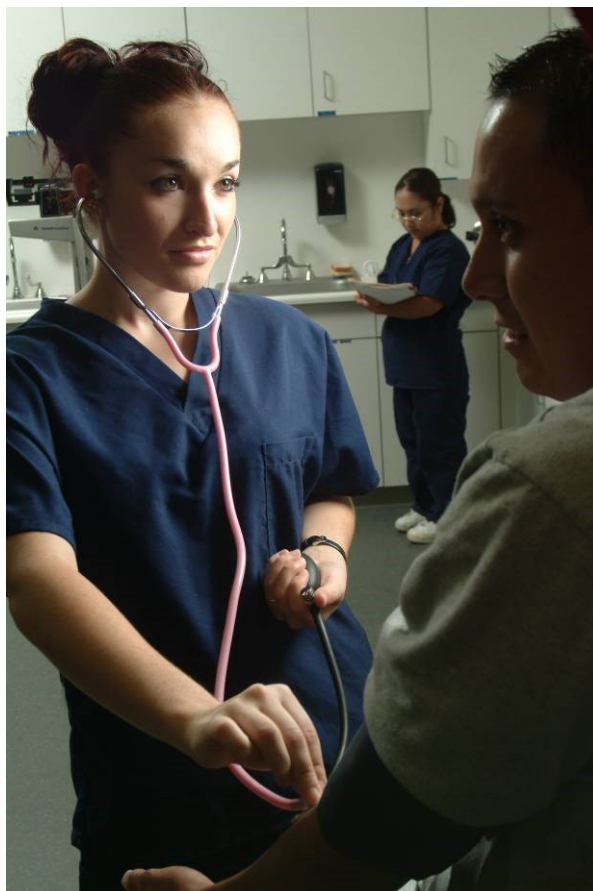
Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Admin-

istration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 960.00
Tuition	\$ 17,888.00
Total	\$ 18,923.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 676.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,655.00

Nursing Assistant*

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 218.00
Tuition	\$ 2,117.00
Total	\$ 2,500.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 85.00
Books & Supplies	\$ 868.00
Tuition	\$ 17,968.00
Total	\$ 18,996.00

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,022.00
Tuition (Year 1)	\$ 12,360.00
Tuition (Year 2)	\$ 12,360.00
Tuition (Year 3)	\$ 6,180.00
Total	\$ 32,997.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 571.00
Tuition	\$ 15,744.00
Total	\$ 16,390.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,605.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 33,705.00

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,685.00
Tuition (Year 1)	\$ 19,122.00
Tuition (Year 2)	\$ 12,748.00
Total	\$ 33,720.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,923.00	48.5	800	40
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,655.00	47.5	860	40
Nursing Assistant	\$2,117.00					\$2,500.00	N/A	171	7
Pharmacy Technician	\$8,984.00	\$8,984.00				\$ 18,996.00	47.5	860	40
Physical Therapist Assistant	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$32,997.00	65.5	1,573	75
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,390.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 33,705.00	62.5	1575	51
Vocational Nursing (Night Class)	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$ 33,720.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	\$8,994.00	\$899.40	\$1,798.80	\$2,698.20	\$3,597.60	\$4,497.00	\$5,396.40
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Nursing Assistant	\$2,117.00	\$211.70	\$423.40	\$635.10	\$846.80	\$1,058.50	\$1,270.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Physical Therapist Assistant	\$6,180.00	\$618.00	\$1,236.00	\$1,854.00	\$2,472.00	\$3,090.00	\$3,708.00
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Vocational Nursing (Night Classes)	\$6,374.00	\$637.40	\$1,274.80	\$1,912.20	\$2,549.60	\$3,187.00	\$3,824.40

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 18
- Evaluation used: PSB computerized exam
Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

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Vocational Nursing Addendum

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**

Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.

2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**

The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

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Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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Vocational Nursing Addendum

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- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Institute of Technology is seeking accreditation of a new physical therapist assistant education program from the Commission on Accreditation in Physical Therapy Education (CAPTE). The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on June 1, 2019. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20

- Evaluation used: Math Exam
Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as

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Physical Therapist Assistant Addendum

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without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up

may include:

- Case Studies
- Independent/guided study in "Open Lab"
- Written examination
- Attendance at seminars or workshops
- Auto tutorial laboratory
- Research Reports
- Clinical – Acceptable methods of make-up include:
 - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00

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Physical Therapist Assistant Addendum

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F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees (\$300).
 - a. Submit P1E form (certificate of completion from an accredited institution)
 - b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant (\$370 FSBPT + \$55.60 Prometric)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam (\$30 FSBPT + \$20 Prometric)



Staff and Faculty

CAMPUS STAFF

Jim Herberger	Campus President
Alisha Duncan	HR Coordinator / Executive Assistant
Kim Snow	Director of Education
Jean Peterson	Director of Nursing
Karen Fischer	VN Administrative Assistant / Support Services
Kim Swanson	Registrar
Brandi Vanderpool	Director of Admissions
Khampasong Phommavongxay-Hoxie	Admissions Representative
Cassie Stevenson	Senior Financial Aid Officer
Gabriel Alberigi	Financial Aid Officer
Audrey Krueger	Student Accounts Representative
Alexa Kofford	Director of Student Services
Amber Powell	Director of Career Services
Lynn Swendiman	Externship Coordinator
Danny Hibbard	Campus Cleaner
Mahala Rogers	Receptionist
Cheryl Frazer	LRC Coordinator
Mckenna Basnett	Security Guard

FACULTY

General Education

Erin Andrade	ProDev Instructor <i>Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience</i>
Julie Valiquette	Adjunct Instructor <i>Registered Marriage & Family Associate, CPR Certified, 2 years teaching experience</i>
Jacob Hornaday	Adjunct Instructor <i>Master's Degree, 5 years teaching experience</i>
David Wylie	Adjunct ProDev Instructor <i>Bachelor's Degree and 1 year teaching experience</i>

Medical

Jennifer Gorge	Medical Division Lead Instructor <i>15+ years industry experience / Certified Phlebotomist/ Certified Medical Assistant/CPT/CPR Instructor Certified</i>
Jamie Sanborn	MBOA Instructor <i>Certified Medical Assistant/CPR Instructor Certified/7+ years of industry experience</i>
Amber Wood	PT Instructor <i>Pharmacy Technician License—CA Board of Pharmacy/15 years of industry experience</i>
Cindi Eaton	PMA Instructor <i>25+ years industry experience/Certified Medical Assistant/CPR Instructor Certified</i>
Michael Martini	Adjunct Medical Instructor <i>7 years of industry experience</i>
Jolanda Daniels, LVN	Adjunct Medical Instructor <i>Licensed Vocational Nurse / 11 years of industry experience</i>

Nursing

Jean Peterson, RN, BA	Director of Nursing <i>27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified</i>
Lisbeth Vienneau, RN, BC	Nursing Instructor <i>30+ years industry experience/Med-Surg Board Certified/ CPR ACLS Certified</i>
Renee O'Loughlin, BSN	Nursing Instructor <i>228 years industry experience</i>
Jane Thimmesch, RN, BC	Nursing Instructor <i>40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certifie</i>
Latisha Black, AA, LVN	Nursing Instructor <i>LVNIII/Blood Draw and IV Certified, 8+ years industry experience</i>
Vicky Dent, RN, CMS, CDP, DSD, Certified Legal Nurse Consultant, Certified EPIC EHR Trainer	Nursing Instructor <i>39+ years industry experience</i>
Carol Gammino, RN, BSN	Nursing Instructor <i>RN/BSN/PHN/NW Parish Nurse and Health Ministries &</i> <i>(Continued on page 22)</i>



Staff and Faculty

(Continued from page 21)

DSD Certified/ 30 years of industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor

LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Susan Cull, RN Nursing Instructor

AA/RN/WCC/Med-Surg/Hospice Care/CPR & ACLS Certified/45 years of industry experience

Kimberly Lonjin Nursing Instructor

AA Nursing and AA Early Childhood Education, 15+ years industry experience

40+ years industry experience

Legal Secretary License/ Event & Planning Certified

Don Halsey Nursing Instructor

BA Nursing, 25+ years industry experience

James Spray, BSN Adjunct Nursing Instructor

AA Nursing, BA in Education Masters, BS in Nursing, National EMT Registry/Certification, CA Clear Teaching Credential, BA in Political Science, 5+ years industry experience

Carole Liu, RN Adjunct Nursing Instructor

14 years of industry experience

Sherry Lane, BSN, RN Adjunct Nursing Instructor

20 years of industry experience

Dorella Miller, BSN, RN, PHN Adjunct Nursing Instructor

33 years of industry experience

Karen Fischer VN Administrative Assistant/

Support Services

Legal Secretary Certified and 40 years of industry experience

Technical

Paul Garza HVAC Lead Instructor

18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Paul Cain HVAC Instructor

HVAC, EPA & Mini Split Certified / 3 + years of industry experience

Eddie Russell Adjunct HVAC Instructor

HVAC, EPA & Mini Split Certified/43 years of industry experience

Timothy Bullard Adjunct HVAC Instructor

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant

Program Director

Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Laurie Fowler, PT Director of Clinical Education - PTA

BS Physical Therapy, 25+ years industry experience

Melanie Blohm, BS, PTA PTA Instructor

23+ years of industry experience

Diana Kirschman, BS, PT PTA Instructor

26+ years of industry experience

Patti Bovees, PTA PTA Instructor

20 years of industry experience

Rita Allmeyer-Green BS, PT PTA Instructor

23 years of industry experience

Bryan Burch, PT, MS, OCS, SCS PTA Instructor

38 years of industry experience in orthopaedics and private practice



Catalog Changes: Nursing Assistant

COURSE OBJECTIVE

The objective of the Nursing Assistant (NA) program is to prepare students with the knowledge, technical skills, and work habits required to become a Nursing Assistant. IOT instructors provide quality Nurse Assistant training in classroom and clinical settings.

Students will receive a basic knowledge of terminology, an overview of California regulations, along with law and ethics associated with the role of Nursing Assistant.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to find an entry-level position in a medical setting.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student. (Financial Aid is not available for the Nursing Assistant program. The Financial Aid department can provide information regarding payment options.)

HOURS OF INSTRUCTION/PROGRAM LENGTH

NA 110: Nursing Assistant Theory: 71.5 hours

NA 120: Nursing Assistant Clinical: 100 hours

The Training Program Schedule approved by the State of California Health and Human Services Agency is a day program. Classes are held Monday - Friday for approximately 7 weeks. See your Admissions Representative for available class times.

THE PROGRAM

The theory and clinical learning experiences will include the following:

Introduction to Nurse Assistant

The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

Patient Rights

The purpose of this unit is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Communication/Interpersonal Skills

The purpose of this unit is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.

Prevention and Management of Catastrophe and Unusual Occurrences

The purpose of this unit is to introduce the student to the concepts and procedures related to the resident's safety including environmental emergency issues. The Nurse Assistant's role in creating a safe environment for the resident is discussed.

Body Mechanics

The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.





Catalog Changes: Nursing Assistant Addendum

Weights and Measures

The purpose of this unit is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

Patient Care Skills

The purpose of this unit is to teach the students skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.

Patient Care Procedures

The purpose of this unit is to provide learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

Vital Signs

The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Nutrition

The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs.

Emergency Procedures

The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Long Term Care Resident

The purpose of this unit is to introduce the student to

the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

Rehabilitative Nursing

The purpose of this unit is to introduce the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Observation and Charting

The purpose of this unit is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

Observation and Charting

The Nurse Assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

Abuse

The purpose of this unit is to introduce ethical and legal issues regarding preventing, recognizing, and reporting instances of abuse.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Catalog Changes: Vocational Nursing - Redding

COURSE OBJECTIVE

Nursing careers offer a wide variety of roles and a broad scope of responsibility. There are many different types of nurses, and several different ways to obtain nursing careers.

Many procedures once performed only in hospitals are being performed in physicians' offices and in outpatient care centers such as ambulatory surgical and emergency medical centers, largely because of advances in technology. LVNs care for patients who undergo these and other procedures, so employment of LVNs is projected to decline in traditional hospitals, but is projected to grow faster than average in most settings outside of hospitals. However, some hospitals are assigning a larger share of nursing duties to LVNs, which will temper the employment decline in the industry.

CAREER PATHS/JOB TITLES

Successful completion of our Vocational Nursing program qualifies graduates to take the state licensing examination, the NCLEX-PN. The state license allows graduates to practice as a Licensed Vocational Nurse (LVN).

Vocational Nurses can expect a professional nursing position, under the direction of a physician or a registered nurse, entailing: providing basic nursing care, patient data collection and health-related patient teaching, performing medical treatments as prescribed, administering prescribed medications, continuous monitoring of patient health in long-term care and acute care settings.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms and supplies are required and are available for purchase. Textbooks are provided to the student as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

1575 Clock Hours

62.5 Semester Units

Full-Time

3 Semesters, 51 Weeks

Classes are held Monday through Friday with occasional weekends possible; various shift schedules may be required for clinical rotations.

Part-Time

5 Semesters, 81 Weeks

Classes are held 3 evenings per week with all day Saturday clinicals. Various shift schedules and week day clinical rotations may be required.

See your Admissions Representative for available class times.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability.

FULL TIME

PREREQUISITE (completed prior to VN courses)

BIO100 Introduction to Human Anatomy and Physiology

(90 Contact Hours/4 Credit Units)

This course is an introductory study of human anatomy and physiology. The fundamental facts and concepts of the normal structure and function of the human body are presented. The course progresses from the structure and function of cells and tissues to the anatomy and physiology of the integrated organ systems. Basic concepts of fluid and electrolyte and acid/base balance are introduced as well as the effects of disease on body systems. Medical terminology used in healthcare settings is integrated into the course presentations.





Catalog Changes: Vocational Nursing - Redding

CORE VN COURSES

VN-F1 Introduction to Client Centered Care

(165 Didactic/Theory Hours/330 Supervised Skills Lab Clinical Hours) 19.5 Credit Hours

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include: Professional Identity; Clinical Judgment; Culture; Communication; Caregiving; Ethics and Law; Functional Ability; Stress and Coping; Collaboration and Patient Education; Nutrition; Elimination; Sleep and Fatigue; Pain; Safety; Fluid and Chemical Balance and Acid-Base; Diagnostic Testing; Principles of Pharmacology; Medication Administration; and Palliative Care (including Gerontology). Dorothea Orem's Theory of Self Care is the framework applied to all concepts. The students will begin to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health maintenance.

VN-F2 Care of the Client with Self Care Deficits I

(165 Didactic/Theory Hours/330 Supervised Skills Lab Clinical Hours) 19.5 Credit Hours

This term is based on Dorothea Orem's theoretical framework, Care of the Client with Self-Care Deficits. The course builds on the competencies learned in Semester 1 while further developing learned fundamental nursing concepts as they apply to nursing care. Health and illness concepts will be presented with a focus on acute and chronic conditions across the lifespan. This semester an emphasis will be placed on the concepts of the Immune System, including inflammation and infection; Peri-operative nursing; Shock; Cancer; Gas Exchange (Respiratory); Perfusion (Cardiac system); Clotting (Blood and Lymph systems), Nutrition and Elimination (GI and GU systems), Musculoskeletal; Tissue Integrity; Intracranial (Nervous system) and Sensory Perception. Nutrition and Pharmacology are

integrated into the various topics covered this semester.

Common threads integrated throughout the semester are: critical thinking, nutrition, psychology, communication, nursing care throughout the life span, and the role of the vocational nurse. Other topics to be covered with each concept/exemplar include, focused assessment, common therapeutic measures, diagnostic test/procedures, and drug, diet or other therapies. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health promotion and maintenance.

VN-F3 Care of the client with Self Care Deficits II

(165 Didactic/Theory Hours/306 Supervised Skills Lab Clinical Hours) 18.5 Credit Hours

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include: the reproductive system, basic obstetric care, the stages of life development from infant to adulthood, family dynamics, and the care of the infant and child at various stages of development; the musculoskeletal system and disorders, the nervous system and the sensory system, care of clients with mental illness or substance abuse, emergency care, and leadership and supervision principles.

The students will continue to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health maintenance. For the last 5 weeks, the student will have the opportunity to participate in a preceptorship program designed to assist the student into entering the nursing profession.

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Catalog Changes: Vocational Nursing - Redding

(Continued from page 26)

NCLEX Prep

(24 Didactic/Theory Hours) 1 Credit Hours

In this course students are provided a broad review of nursing theory topics required for licensure examination and entry into the practice of vocational nursing. Students assess their own strength and weakness of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Students will advance their skills by participating in computer adaptive testing that simulates the NCLEX testing format. Test taking strategies, critical thinking, and alternate item formats will be reviewed.



PART-TIME

PREREQUISITES (completed prior to VN courses)

BIO100 Introduction to Human Anatomy and Physiology

(90 Contact Hours/4 Credit Units)

This course is an introductory study of human anatomy and physiology. The fundamental facts and concepts of the normal structure and function of the human body are presented. The course progresses from the structure and function of cells and tissues to the anatomy and physiology of the integrated organ systems. Basic concepts of fluid and electrolyte and acid/base balance are introduced as well as the effects of disease on body systems. Medical terminology used in healthcare settings is integrated into the course presentations.

CORE VN COURSES

VN-P1 Introduction to Client Centered Care

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This course presents basic nursing concepts that provide the foundation upon which the Health Continuum is maintained in adults and/or children. Common threads integrated throughout the program are initiated: Professional Identity; Clinical Judgment; Culture; Communication; Caregiving; Ethics and Law; Functional Ability; Stress and Coping; Collaboration and Patient Education; Nutrition; Elimination; and Fluid and Chemical Balance and Acid-Base; Diagnostic Testing.

The student will learn how to enter a person's intimate space, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client. Students will take an active role in assisting the client in health maintenance.

Critical thinking concepts are included and all aspects of the fundamentals of nursing are addressed. This term is the first step of a student seeking knowledge and skills to prepare for a career in Vocational Nursing. The successful student is an active participant in the learning process and practices needed for the role as a Vocational Nurse.

Semester I offers introductory subjects, which will then be applied to the systems in the following terms.

The program is based on a simple to complex philosophy, which means each term is the building

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Catalog Changes: Vocational Nursing - Redding

(Continued from page 27)

block for the next term. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform self-care activities. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P2 Care of the Client with Self Care Deficits I

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This course is a continuation of VN-P1; basic nursing concepts that provide the foundation upon which the Health Continuum is maintained in adults and/or children.

Common threads integrated throughout the program include: Patient teaching and Nurse-Client relationships; Elimination; Sleep and Fatigue; Pain; Principles of Pharmacology; Medication Administration; Palliative Care (including Gerontology); Infection, Inflammation and Immunity and Cancer. Nutrition and Pharmacology are integrated in these topics as appropriate. The curriculum introduces the material through a body systems approach. The systems are introduced from the simple to the most complex.

Anatomy and physiology will be the first objective in each body system of the curriculum. Critical thinking concepts are included and all aspects of Fundamentals of Nursing are addressed, and a focus of medication administration is addressed throughout the semester. The respiratory and cardiovascular systems will be introduced. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P3 Care of the Client with Self Care Deficits II

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This term will further the student's knowledge in the care of the medical/surgical client. Common threads integrated throughout the program are initiated: Peri-operative nursing; Shock; Cancer; Gas Exchange (Respiratory); Perfusion (Cardiac system); Clotting (Blood and Lymph systems), Nutrition and Elimination (GI and GU systems), Musculoskeletal; and Tissue Integrity. Nutrition and Pharmacology are integrated

in these topics as appropriate. The curriculum introduces the material through a body systems approach. The following systems will be introduced: Integumentary, musculoskeletal, gastrointestinal, endocrine, neurological, urinary, and sensory. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P4 Care of the Client with Self Care Deficits III

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This term will further the student's knowledge in the care of the medical/surgical client, including the nursing care of the client during childbearing and childrearing. Common threads integrated throughout the program are initiated: Intracranial (Nervous system) and Sensory Perception; Hormonal and Glucose Regulation; the Reproductive System; Basic obstetric care, the Stages of life development from infant to adulthood; Care of the Infant and Child at various stages of development; Family dynamics; and Holistic Care. Nutrition and Pharmacology are integrated in these topics as appropriate.

The curriculum introduces the material through a body-systems approach. The following systems will be introduced: Oncology; immune system; hematologic; lymphatic systems; reproductive system; sexually transmitted diseases; prenatal care; complications of pregnancy; the birth process; postpartum care; newborn care; basics of pediatric care; infants with special needs (birth to 12 months); and common pediatric problems (1-18 years). The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P5 Care of the Client with Self Care Deficits IV

(99 Didactic/Theory Hours/174 Supervised Skills Lab Clinical Hours) 10.7 Credit Hours

More advanced deviations are introduced and Self-Care concepts continue to be the basis for the care of the client. Common threads integrated throughout the program are initiated: Care of the clients with mental

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Catalog Changes: Vocational Nursing - Redding

(Continued from page 28)

illness or substance abuse; Emergency Care and Disaster Preparedness; and Leadership and Supervision principles. Pharmacology and nutrition are integrated throughout the various topics covered in this semester.

The student will be introduced to the client with mental deficits. Theories on leadership and supervision are introduced and followed by a clinical preceptorship. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

NCLEX Prep

(24 Didactic/Theory Hours) 1 Credit Hours

In this course students are provided a broad review of nursing theory topics required for licensure examination and entry into the practice of vocational nursing. Students assess their own strength and weakness of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Students will advance their skills by participating in computer adaptive testing that simulates the NCLEX testing format. Test taking strategies, critical thinking, and alternate item formats will be reviewed.

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VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits (subsequently referred to as "covered individual") may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also



VA Catalog Addendum

include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
1755 Hilltop Drive, Redding, CA. 96002

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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INSTITUTE OF TECHNOLOGY at
1755 Hilltop Drive, Redding, CA. 96002

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I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Redding Branch Campus

Revised: August 27, 2019



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Catalog Changes: Transfer Credit	30 - 31
VA Catalog Addendum	33 - 34
Notice of Cancellation.....	36 & 38

Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning

Medical Billing & Office Administration

Pharmacy Technician

Professional Medical Assistant

January 14, 2019 October 17, 2019
February 18, 2019 November 21, 2019
March 25, 2019 January 9, 2020
April 29, 2019 February 13, 2020
June 3, 2019 March 19, 2020
July 8, 2019 April 23, 2020
August 12, 2019 May 29, 2020
September 16, 2019 July 2, 2020
October 21, 2019 August 6, 2020
November 25, 2019 September 11, 2020

**Refer to Main Catalog for
Program Descriptions**

Nursing Assistant

April 8, 2019 May 22, 2019
June 3, 2019 July 18, 2019
July 22, 2019 September 5, 2019
September 9, 2019 October 23, 2019
October 28, 2019 December 11, 2019

Vocational Nursing (Full Time)

March 18, 2019 April 17, 2020
July 15, 2019 August 14, 2020
November 11, 2019 December 11, 2020

Vocational Nursing (Part Time)

March 18, 2019 December 12, 2020

Physical Therapist Assistant

November 18, 2019* June 25, 2021

* Pending CAPTE Approval



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

1:00 p.m. to 5:30 p.m.

5:30 p.m. to 10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

12:15 p.m. to 5:15 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days

The above schedule is typical, but is subject to change.

**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.



2019 Class Schedule—VN Classes (Part-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

*Students attend one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day: #

No Class: #



2019 Class Schedule—NA Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

DAILY SCHEDULES

Monday - Friday 6:30am to 1:00pm*

*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

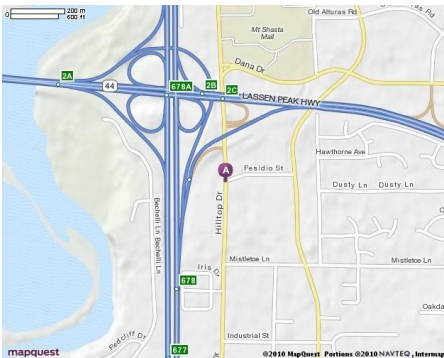
Legend

Scheduled Class Day:

#

No Class:

#



A one bedroom apartment near the campus is estimated to cost \$758.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus.

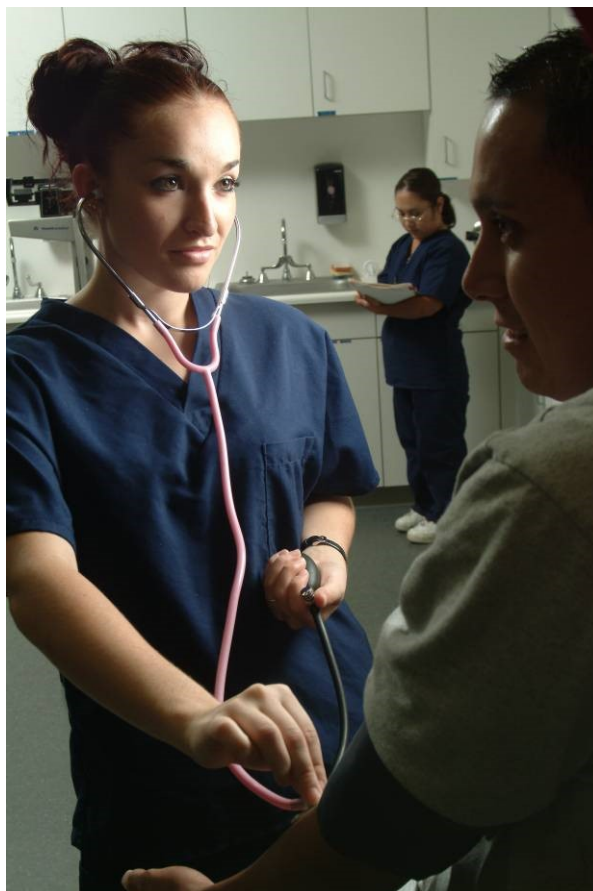
Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Admin-

istration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 960.00
Tuition	\$ 17,888.00
Total	\$ 18,923.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 676.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,655.00

Nursing Assistant*

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 218.00
Tuition	\$ 2,117.00
Total	\$ 2,500.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 85.00
Books & Supplies	\$ 868.00
Tuition	\$ 17,968.00
Total	\$ 18,996.00

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,022.00
Tuition (Year 1)	\$ 12,360.00
Tuition (Year 2)	\$ 12,360.00
Tuition (Year 3)	\$ 6,180.00
Total	\$ 32,997.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 571.00
Tuition	\$ 15,744.00
Total	\$ 16,390.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,605.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 33,705.00

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,685.00
Tuition (Year 1)	\$ 19,122.00
Tuition (Year 2)	\$ 12,748.00
Total	\$ 33,720.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,923.00	48.5	800	40
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,655.00	47.5	860	40
Nursing Assistant	\$2,117.00					\$2,500.00	N/A	171	7
Pharmacy Technician	\$8,984.00	\$8,984.00				\$ 18,996.00	47.5	860	40
Physical Therapist Assistant	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$32,997.00	65.5	1,573	75
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,390.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 33,705.00	62.5	1575	51
Vocational Nursing (Night Class)	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$ 33,720.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	\$8,994.00	\$899.40	\$1,798.80	\$2,698.20	\$3,597.60	\$4,497.00	\$5,396.40
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Nursing Assistant	\$2,117.00	\$211.70	\$423.40	\$635.10	\$846.80	\$1,058.50	\$1,270.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Physical Therapist Assistant	\$6,180.00	\$618.00	\$1,236.00	\$1,854.00	\$2,472.00	\$3,090.00	\$3,708.00
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Vocational Nursing (Night Classes)	\$6,374.00	\$637.40	\$1,274.80	\$1,912.20	\$2,549.60	\$3,187.00	\$3,824.40

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 18
- Evaluation used: PSB computerized exam
Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

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Vocational Nursing Addendum

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

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Vocational Nursing Addendum

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**

Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.

2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**

The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

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Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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Vocational Nursing Addendum

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- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Institute of Technology is seeking accreditation of a new physical therapist assistant education program from the Commission on Accreditation in Physical Therapy Education (CAPTE). The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on June 1, 2019. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20

- Evaluation used: Math Exam
Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as

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Physical Therapist Assistant Addendum

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without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up

may include:

- Case Studies
- Independent/guided study in "Open Lab"
- Written examination
- Attendance at seminars or workshops
- Auto tutorial laboratory
- Research Reports
- Clinical – Acceptable methods of make-up include:
 - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00

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Physical Therapist Assistant Addendum

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F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees (\$300).
 - a. Submit P1E form (certificate of completion from an accredited institution)
 - b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant (\$370 FSBPT + \$55.60 Prometric)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam (\$30 FSBPT + \$20 Prometric)



Staff and Faculty

CAMPUS STAFF

Jim Herberger	Campus President
Alisha Duncan	HR Coordinator / Executive Assistant
Kim Snow	Director of Education
Jean Peterson	Director of Nursing
Karen Fischer	VN Administrative Assistant / Support Services
Kim Swanson	Registrar
Brandi Vanderpool	Director of Admissions
Khampasong Phommavongxay-Hoxie	Admissions Representative
Cassie Stevenson	Senior Financial Aid Officer
Gabriel Alberigi	Financial Aid Officer
Audrey Krueger	Student Accounts Representative
Alexa Kofford	Director of Student Services
Amber Powell	Director of Career Services
Lynn Swendiman	Externship Coordinator
Danny Hibbard	Campus Cleaner
Mahala Rogers	Receptionist
Cheryl Frazer	LRC Coordinator
Mckenna Basnett	Security Guard

FACULTY

General Education

Erin Andrade	ProDev Instructor
<i>Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience</i>	
Julie Valiquette	Adjunct Instructor
<i>Registered Marriage & Family Associate, CPR Certified, 2 years teaching experience</i>	
Jacob Hornaday	Adjunct Instructor
<i>Master's Degree, 5 years teaching experience</i>	
David Wylie	Adjunct ProDev Instructor
<i>Bachelor's Degree and 1 year teaching experience</i>	

Medical

Jennifer Gorge	Medical Division Lead Instructor
<i>15+ years industry experience / Certified Phlebotomist/ Certified Medical Assistant/CPT/CPR Instructor Certified</i>	
Jamie Sanborn	MBOA Instructor
<i>Certified Medical Assistant/CPR Instructor Certified/7+ years of industry experience</i>	
Amber Wood	PT Instructor
<i>Pharmacy Technician License—CA Board of Pharmacy/15 years of industry experience</i>	
Cindi Eaton	PMA Instructor
<i>25+ years industry experience/Certified Medical Assistant/CPR Instructor Certified</i>	
Michael Martini	Adjunct Medical Instructor
<i>7 years of industry experience</i>	
Jolanda Daniels, LVN	Adjunct Medical Instructor
<i>Licensed Vocational Nurse / 11 years of industry experience</i>	

Nursing

Jean Peterson, RN, BA	Director of Nursing
<i>27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified</i>	
Lisbeth Vienneau, RN, BC	Nursing Instructor
<i>30+ years industry experience/Med-Surg Board Certified/ CPR ACLS Certified</i>	
Renee O'Loughlin, BSN	Nursing Instructor
<i>28 years industry experience</i>	
Jane Thimmesch, RN, BC	Nursing Instructor
<i>40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certifie</i>	
Latisha Black, AA, LVN	Nursing Instructor
<i>LVNIII/Blood Draw and IV Certified, 8+ years industry experience</i>	
Vicky Dent, RN, CMS, CDP, DSD, Certified Legal Nurse Consultant, Certified EPIC EHR Trainer	Nursing Instructor
<i>39+ years industry experience</i>	
Carol Gammino, RN, BSN	Nursing Instructor
<i>RN/BSN/PHN/NW Parish Nurse and Health Ministries &</i>	

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Staff and Faculty

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DSD Certified/ 30 years of industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor

LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Susan Cull, RN Nursing Instructor

AA/RN/WCC/Med-Surg/Hospice Care/CPR & ACLS Certified/45 years of industry experience

Kimberly Lonjin Nursing Instructor

AA Nursing and AA Early Childhood Education, 15+ years industry experience

40+ years industry experience

Legal Secretary License/ Event & Planning Certified

Don Halsey Nursing Instructor

BA Nursing, 25+ years industry experience

James Spray, BSN Adjunct Nursing Instructor

AA Nursing, BA in Education Masters, BS in Nursing, National EMT Registry/Certification, CA Clear Teaching Credential, BA in Political Science, 5+ years industry experience

Carole Liu, RN Adjunct Nursing Instructor

14 years of industry experience

Sherry Lane, BSN, RN Adjunct Nursing Instructor

20 years of industry experience

Dorella Miller, BSN, RN, PHN Adjunct Nursing Instructor

33 years of industry experience

Karen Fischer VN Administrative Assistant/

Support Services

Legal Secretary Certified and 40 years of industry experience

Technical

Paul Garza HVAC Lead Instructor

18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Paul Cain HVAC Instructor

HVAC, EPA & Mini Split Certified / 3 + years of industry experience

Eddie Russell Adjunct HVAC Instructor

HVAC, EPA & Mini Split Certified/43 years of industry experience

Timothy Bullard Adjunct HVAC Instructor

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant

Program Director

Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Laurie Fowler, PT Director of Clinical Education - PTA

BS Physical Therapy, 25+ years industry experience

Melanie Blohm, BS, PTA PTA Instructor

23+ years of industry experience

Diana Kirschman, BS, PT PTA Instructor

26+ years of industry experience

Patti Bovees, PTA PTA Instructor

20 years of industry experience

Rita Allmeyer-Green BS, PT PTA Instructor

23 years of industry experience

Bryan Burch, PT, MS, OCS, SCS PTA Instructor

38 years of industry experience in orthopaedics and private practice



Catalog Changes: Nursing Assistant

COURSE OBJECTIVE

The objective of the Nursing Assistant (NA) program is to prepare students with the knowledge, technical skills, and work habits required to become a Nursing Assistant. IOT instructors provide quality Nurse Assistant training in classroom and clinical settings.

Students will receive a basic knowledge of terminology, an overview of California regulations, along with law and ethics associated with the role of Nursing Assistant.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to find an entry-level position in a medical setting.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student. (Financial Aid is not available for the Nursing Assistant program. The Financial Aid department can provide information regarding payment options.)

HOURS OF INSTRUCTION/PROGRAM LENGTH

NA 110: Nursing Assistant Theory: 71.5 hours

NA 120: Nursing Assistant Clinical: 100 hours

The Training Program Schedule approved by the State of California Health and Human Services Agency is a day program. Classes are held Monday - Friday for approximately 7 weeks. See your Admissions Representative for available class times.

THE PROGRAM

The theory and clinical learning experiences will include the following:

Introduction to Nurse Assistant

The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

Patient Rights

The purpose of this unit is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Communication/Interpersonal Skills

The purpose of this unit is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.

Prevention and Management of Catastrophe and Unusual Occurrences

The purpose of this unit is to introduce the student to the concepts and procedures related to the resident's safety including environmental emergency issues. The Nurse Assistant's role in creating a safe environment for the resident is discussed.

Body Mechanics

The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.





Catalog Changes: Nursing Assistant Addendum

Weights and Measures

The purpose of this unit is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

Patient Care Skills

The purpose of this unit is to teach the students skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.

Patient Care Procedures

The purpose of this unit is to provide learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

Vital Signs

The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Nutrition

The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs.

Emergency Procedures

The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Long Term Care Resident

The purpose of this unit is to introduce the student to

the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

Rehabilitative Nursing

The purpose of this unit is to introduce the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Observation and Charting

The purpose of this unit is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

Observation and Charting

The Nurse Assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

Abuse

The purpose of this unit is to introduce ethical and legal issues regarding preventing, recognizing, and reporting instances of abuse.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Catalog Changes: Vocational Nursing - Redding

COURSE OBJECTIVE

Nursing careers offer a wide variety of roles and a broad scope of responsibility. There are many different types of nurses, and several different ways to obtain nursing careers.

Many procedures once performed only in hospitals are being performed in physicians' offices and in outpatient care centers such as ambulatory surgical and emergency medical centers, largely because of advances in technology. LVNs care for patients who undergo these and other procedures, so employment of LVNs is projected to decline in traditional hospitals, but is projected to grow faster than average in most settings outside of hospitals. However, some hospitals are assigning a larger share of nursing duties to LVNs, which will temper the employment decline in the industry.

CAREER PATHS/JOB TITLES

Successful completion of our Vocational Nursing program qualifies graduates to take the state licensing examination, the NCLEX-PN. The state license allows graduates to practice as a Licensed Vocational Nurse (LVN).

Vocational Nurses can expect a professional nursing position, under the direction of a physician or a registered nurse, entailing: providing basic nursing care, patient data collection and health-related patient teaching, performing medical treatments as prescribed, administering prescribed medications, continuous monitoring of patient health in long-term care and acute care settings.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms and supplies are required and are available for purchase. Textbooks are provided to the student as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

1575 Clock Hours

62.5 Semester Units

Full-Time

3 Semesters, 51 Weeks

Classes are held Monday through Friday with occasional weekends possible; various shift schedules may be required for clinical rotations.

Part-Time

5 Semesters, 81 Weeks

Classes are held 3 evenings per week with all day Saturday clinicals. Various shift schedules and week day clinical rotations may be required.

See your Admissions Representative for available class times.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability.

FULL TIME

PREREQUISITE (completed prior to VN courses)

BIO100 Introduction to Human Anatomy and Physiology

(90 Contact Hours/4 Credit Units)

This course is an introductory study of human anatomy and physiology. The fundamental facts and concepts of the normal structure and function of the human body are presented. The course progresses from the structure and function of cells and tissues to the anatomy and physiology of the integrated organ systems. Basic concepts of fluid and electrolyte and acid/base balance are introduced as well as the effects of disease on body systems. Medical terminology used in healthcare settings is integrated into the course presentations.





Catalog Changes: Vocational Nursing - Redding

CORE VN COURSES

VN-F1 Introduction to Client Centered Care

(165 Didactic/Theory Hours/330 Supervised Skills Lab Clinical Hours) 19.5 Credit Hours

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include: Professional Identity; Clinical Judgment; Culture; Communication; Caregiving; Ethics and Law; Functional Ability; Stress and Coping; Collaboration and Patient Education; Nutrition; Elimination; Sleep and Fatigue; Pain; Safety; Fluid and Chemical Balance and Acid-Base; Diagnostic Testing; Principles of Pharmacology; Medication Administration; and Palliative Care (including Gerontology). Dorothea Orem's Theory of Self Care is the framework applied to all concepts. The students will begin to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health maintenance.

VN-F2 Care of the Client with Self Care Deficits I

(165 Didactic/Theory Hours/330 Supervised Skills Lab Clinical Hours) 19.5 Credit Hours

This term is based on Dorothea Orem's theoretical framework, Care of the Client with Self-Care Deficits. The course builds on the competencies learned in Semester 1 while further developing learned fundamental nursing concepts as they apply to nursing care. Health and illness concepts will be presented with a focus on acute and chronic conditions across the lifespan. This semester an emphasis will be placed on the concepts of the Immune System, including inflammation and infection; Peri-operative nursing; Shock; Cancer; Gas Exchange (Respiratory); Perfusion (Cardiac system); Clotting (Blood and Lymph systems), Nutrition and Elimination (GI and GU systems), Musculoskeletal; Tissue Integrity; Intracranial (Nervous system) and Sensory Perception. Nutrition and Pharmacology are

integrated into the various topics covered this semester.

Common threads integrated throughout the semester are: critical thinking, nutrition, psychology, communication, nursing care throughout the life span, and the role of the vocational nurse. Other topics to be covered with each concept/exemplar include, focused assessment, common therapeutic measures, diagnostic test/procedures, and drug, diet or other therapies. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health promotion and maintenance.

VN-F3 Care of the client with Self Care Deficits II

(165 Didactic/Theory Hours/306 Supervised Skills Lab Clinical Hours) 18.5 Credit Hours

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include: the reproductive system, basic obstetric care, the stages of life development from infant to adulthood, family dynamics, and the care of the infant and child at various stages of development; the musculoskeletal system and disorders, the nervous system and the sensory system, care of clients with mental illness or substance abuse, emergency care, and leadership and supervision principles.

The students will continue to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health maintenance. For the last 5 weeks, the student will have the opportunity to participate in a preceptorship program designed to assist the student into entering the nursing profession.

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Catalog Changes: Vocational Nursing - Redding

(Continued from page 26)

NCLEX Prep

(24 Didactic/Theory Hours) 1 Credit Hours

In this course students are provided a broad review of nursing theory topics required for licensure examination and entry into the practice of vocational nursing. Students assess their own strength and weakness of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Students will advance their skills by participating in computer adaptive testing that simulates the NCLEX testing format. Test taking strategies, critical thinking, and alternate item formats will be reviewed.



PART-TIME

PREREQUISITES (completed prior to VN courses)

BIO100 Introduction to Human Anatomy and Physiology

(90 Contact Hours/4 Credit Units)

This course is an introductory study of human anatomy and physiology. The fundamental facts and concepts of the normal structure and function of the human body are presented. The course progresses from the structure and function of cells and tissues to the anatomy and physiology of the integrated organ systems. Basic concepts of fluid and electrolyte and acid/base balance are introduced as well as the effects of disease on body systems. Medical terminology used in healthcare settings is integrated into the course presentations.

CORE VN COURSES

VN-P1 Introduction to Client Centered Care

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This course presents basic nursing concepts that provide the foundation upon which the Health Continuum is maintained in adults and/or children. Common threads integrated throughout the program are initiated: Professional Identity; Clinical Judgment; Culture; Communication; Caregiving; Ethics and Law; Functional Ability; Stress and Coping; Collaboration and Patient Education; Nutrition; Elimination; and Fluid and Chemical Balance and Acid-Base; Diagnostic Testing.

The student will learn how to enter a person's intimate space, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client. Students will take an active role in assisting the client in health maintenance.

Critical thinking concepts are included and all aspects of the fundamentals of nursing are addressed. This term is the first step of a student seeking knowledge and skills to prepare for a career in Vocational Nursing. The successful student is an active participant in the learning process and practices needed for the role as a Vocational Nurse.

Semester I offers introductory subjects, which will then be applied to the systems in the following terms.

The program is based on a simple to complex philosophy, which means each term is the building

(Continued on page 28)



Catalog Changes: Vocational Nursing - Redding

(Continued from page 27)

block for the next term. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform self-care activities. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P2 Care of the Client with Self Care Deficits I

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This course is a continuation of VN-P1; basic nursing concepts that provide the foundation upon which the Health Continuum is maintained in adults and/or children.

Common threads integrated throughout the program include: Patient teaching and Nurse-Client relationships; Elimination; Sleep and Fatigue; Pain; Principles of Pharmacology; Medication Administration; Palliative Care (including Gerontology); Infection, Inflammation and Immunity and Cancer. Nutrition and Pharmacology are integrated in these topics as appropriate. The curriculum introduces the material through a body systems approach. The systems are introduced from the simple to the most complex.

Anatomy and physiology will be the first objective in each body system of the curriculum. Critical thinking concepts are included and all aspects of Fundamentals of Nursing are addressed, and a focus of medication administration is addressed throughout the semester. The respiratory and cardiovascular systems will be introduced. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P3 Care of the Client with Self Care Deficits II

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This term will further the student's knowledge in the care of the medical/surgical client. Common threads integrated throughout the program are initiated: Peri-operative nursing; Shock; Cancer; Gas Exchange (Respiratory); Perfusion (Cardiac system); Clotting (Blood and Lymph systems), Nutrition and Elimination (GI and GU systems), Musculoskeletal; and Tissue Integrity. Nutrition and Pharmacology are integrated

in these topics as appropriate. The curriculum introduces the material through a body systems approach. The following systems will be introduced: Integumentary, musculoskeletal, gastrointestinal, endocrine, neurological, urinary, and sensory. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P4 Care of the Client with Self Care Deficits III

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This term will further the student's knowledge in the care of the medical/surgical client, including the nursing care of the client during childbearing and childrearing. Common threads integrated throughout the program are initiated: Intracranial (Nervous system) and Sensory Perception; Hormonal and Glucose Regulation; the Reproductive System; Basic obstetric care, the Stages of life development from infant to adulthood; Care of the Infant and Child at various stages of development; Family dynamics; and Holistic Care. Nutrition and Pharmacology are integrated in these topics as appropriate.

The curriculum introduces the material through a body-systems approach. The following systems will be introduced: Oncology; immune system; hematologic; lymphatic systems; reproductive system; sexually transmitted diseases; prenatal care; complications of pregnancy; the birth process; postpartum care; newborn care; basics of pediatric care; infants with special needs (birth to 12 months); and common pediatric problems (1-18 years). The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P5 Care of the Client with Self Care Deficits IV

(99 Didactic/Theory Hours/174 Supervised Skills Lab Clinical Hours) 10.7 Credit Hours

More advanced deviations are introduced and Self-Care concepts continue to be the basis for the care of the client. Common threads integrated throughout the program are initiated: Care of the clients with mental

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illness or substance abuse; Emergency Care and Disaster Preparedness; and Leadership and Supervision principles. Pharmacology and nutrition are integrated throughout the various topics covered in this semester.

The student will be introduced to the client with mental deficits. Theories on leadership and supervision are introduced and followed by a clinical preceptorship. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

NCLEX Prep

(24 Didactic/Theory Hours) 1 Credit Hours

In this course students are provided a broad review of nursing theory topics required for licensure examination and entry into the practice of vocational nursing. Students assess their own strength and weakness of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Students will advance their skills by participating in computer adaptive testing that simulates the NCLEX testing format. Test taking strategies, critical thinking, and alternate item formats will be reviewed.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Catalog Changes: Transfer Credit

Transfers within Institute of Technology Schools and Returning Institute of Technology Students

There are two types of transfer students within the Institute of Technology system, students currently enrolled who wish to transfer or change programs, and returning Institute of Technology students. Prior coursework from programs previously completed at the Institute of Technology may be accepted. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. General education credit will be evaluated individually prior to approval for transfer.

The following terms and conditions apply:

1. If an IOT program has been significantly modified from the time that a student was previously enrolled, then the core course work for the program would not transfer for a student seeking to re-enter or fresh start.
2. If you are a current Institute of Technology student requesting a transfer to a new program you must make the request in writing to the Student Services Department.
3. If you are a returning student requesting transfer credit you must request the transfer by notifying your Admissions Representative. The Admissions Representative will request that the Program Director or Director of Education complete and evaluation of the transferability of credit.
4. Credits transferred in to fulfill course requirements must be graded at 2.0 ("C") or higher.
5. Credits transferred in to fulfill course requirements for Nursing course work applicable for advanced status in the Nursing Program must be completed with a grade of "B" or better within five (5) years prior to admission.
6. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.

If the student's program has NOT undergone a substantive change from the time of previous enrollment to the time of re-enter, the following terms and conditions apply:

1. For all IOT content-specific "core" courses, four (4) years is the maximum amount of time that the student can receive transfer credit for a passed course. For any student who re-enters more than

four (4) years after leaving IOT, completed content-specific "core" coursework is ineligible for transferability of credit.

2. For all IOT general education (including Professional Development) or applied general education courses, there is no maximum amount of time that the student can receive transfer credit for a passed course. In other words, for any student who re-enters at any time after leaving IOT, completed general education or applied general education coursework is eligible for transferability of credit if approved after evaluation by the Director of Education.

Evaluation of Credit from Accredited Institutions Prior to Attending Institute of Technology

Institute of Technology may accept prior coursework completed at other accredited colleges or universities for courses required for diploma or degree programs. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. Transferability of credit will be evaluated individually prior to approval for transfer. There is no time limit on the acceptance credit for general education courses. The Institute of Technology does not award credit for experiential learning.

The following terms and conditions apply:

1. You must request the transfer of previous credit by notifying the Admissions Representative. The Admissions Representative will request that the Program Director or Director of Education complete an evaluation of the transferability of the credit.
2. You must provide official transcripts from the college or university where the previous training occurred.
3. Credits transferred in to fulfill course requirements must be graded at 2.0 ("C") or higher. Nursing course work applicable for advanced status in the Nursing Program must be completed with a grade of "B" or better within five (5) years prior to admission.
4. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.
5. Any veteran receiving GI Bill benefits while attending the Institute of Technology is required

(Continued on page 31)



Catalog Changes: Transfer Credit

(Continued from page 30)

to obtain an official transcript from all previously attended schools and submit them to the College for review of prior credit.

Physical Therapist Assistant Program

Transferability of previous college credits to be applied to the Physical Therapist Assistant (PTA) program is determined on an individual basis by the Campus President and Program Director. Institute of Technology recommends that each student completes the curriculum in its entirety, but exceptions will be made on preparatory/general education course work. Transfer credit will not be considered for PTA "core" course work or clinical rotations. Transfer credit from previous college course work may be considered for the following PTA general education courses:

- Anatomy & Physiology
- Introduction to Psychology
- General Algebra & Physics
- English
- Communication

Transfer Credits for Veterans

Any veteran receiving GI Bill benefits while attending the Institute of Technology is required to obtain an official transcript from all previously attended schools, including Institute of Technology, and submit them to the College for review of prior credit. IOT will determine VA transfer credit based on compliance with the State Approving Agency for Veteran Education.

Tuition Credit

For module-based programs, the tuition credit of academic units/modules transferred from a prior college will be calculated as follows:

Total Tuition Cost of Program / Number of Modules in Program = Tuition Credit per Module

For Term-based programs, the tuition credit of academic units transferred from a prior college will be calculated as follows:

Total Tuition Cost of Program / Number of Units in Program = Tuition Credit per Unit



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits (subsequently referred to as "covered individual") may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also



VA Catalog Addendum

include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
1755 Hilltop Drive, Redding, CA. 96002

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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Email: bppe@dca.ca.gov

Or, you may contact:

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2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Institute
of Technology

2019
Catalog Addenda
Redding Branch Campus

Revised: November 14, 2019



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning

Medical Billing & Office Administration

Pharmacy Technician

Professional Medical Assistant

January 14, 2019 October 17, 2019
February 18, 2019 November 21, 2019
March 25, 2019 January 9, 2020
April 29, 2019 February 13, 2020
June 3, 2019 March 19, 2020
July 8, 2019 April 23, 2020
August 12, 2019 May 29, 2020
September 16, 2019 July 2, 2020
October 21, 2019 August 6, 2020
November 25, 2019 September 11, 2020

**Refer to Main Catalog for
Program Descriptions**

Nursing Assistant

April 8, 2019 May 22, 2019
June 3, 2019 July 18, 2019
July 22, 2019 September 5, 2019
September 9, 2019 October 23, 2019
October 28, 2019 December 11, 2019

Vocational Nursing (Full Time)

March 18, 2019 April 17, 2020
July 15, 2019 August 14, 2020
November 11, 2019 December 11, 2020

Vocational Nursing (Part Time)

March 18, 2019 December 12, 2020

Physical Therapist Assistant

December 2, 2019 July 1, 2021



2019 Class Schedule—Weekday Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

1:00 p.m. to 5:30 p.m.

5:30 p.m. to 10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

12:15 p.m. to 5:15 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



2019 Class Schedule—VN Classes (Full-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days

The above schedule is typical, but is subject to change.

**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.



2019 Class Schedule—VN Classes (Part-Time)

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
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27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

*Students attend one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day: #

No Class: #





2019 Class Schedule—NA Classes

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DAILY SCHEDULES

Monday - Friday 6:30am to 1:00pm*

*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

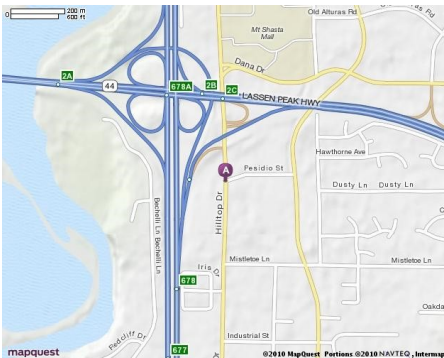
Legend

Scheduled Class Day:

#

No Class:

#



A one bedroom apartment near the campus is estimated to cost \$758.00 per month in U.S. Currency.



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus.

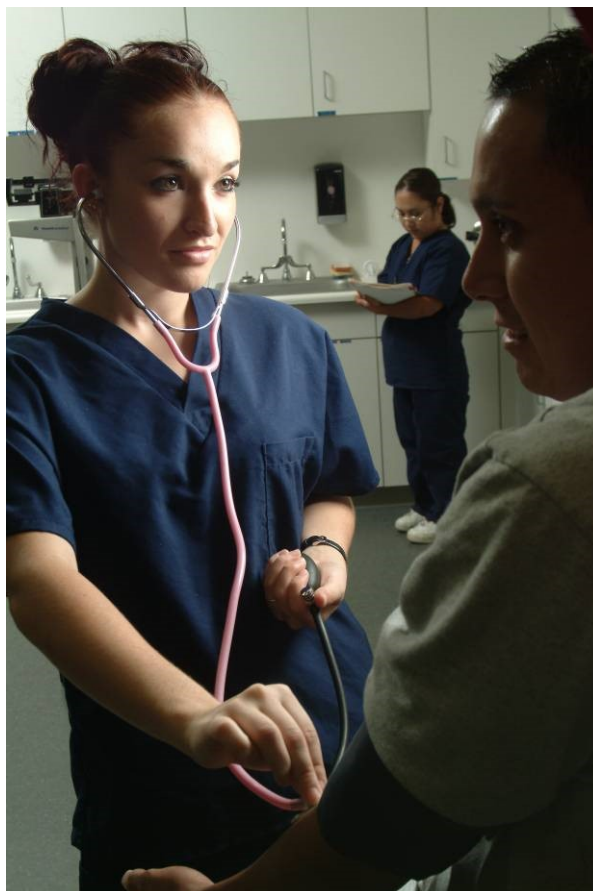
Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Admin-

istration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 960.00
Tuition	\$ 17,888.00
Total	\$ 18,923.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 676.00
Tuition (Year 1)	\$ 15,904.00
Total	\$ 16,655.00

Nursing Assistant*

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 218.00
Tuition	\$ 2,117.00
Total	\$ 2,500.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 85.00
Books & Supplies	\$ 868.00
Tuition	\$ 17,968.00
Total	\$ 18,996.00

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 2,022.00
Tuition (Year 1)	\$ 12,360.00
Tuition (Year 2)	\$ 12,360.00
Tuition (Year 3)	\$ 6,180.00
Total	\$ 32,997.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
Books & Supplies	\$ 571.00
Tuition	\$ 15,744.00
Total	\$ 16,390.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,605.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 33,705.00

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	\$ 75.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,685.00
Tuition (Year 1)	\$ 19,122.00
Tuition (Year 2)	\$ 12,748.00
Total	\$ 33,720.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	\$8,944.00	\$8,944.00				\$ 18,923.00	48.5	800	40
Medical Billing and Office Administration	\$7,952.00	\$7,952.00				\$ 16,655.00	47.5	860	40
Nursing Assistant	\$2,117.00					\$2,500.00	N/A	171	7
Pharmacy Technician	\$8,984.00	\$8,984.00				\$ 18,996.00	47.5	860	40
Physical Therapist Assistant	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$32,997.00	65.5	1,573	75
Professional Medical Assistant	\$7,872.00	\$7,872.00				\$ 16,390.00	47.5	860	40
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 33,705.00	62.5	1575	51
Vocational Nursing (Night Class)	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$6,374.00	\$ 33,720.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	\$8,994.00	\$899.40	\$1,798.80	\$2,698.20	\$3,597.60	\$4,497.00	\$5,396.40
Medical Billing and Office Administration	\$7,952.00	\$795.20	\$1,590.40	\$2,385.60	\$3,180.80	\$3,976.00	\$4,771.20
Nursing Assistant	\$2,117.00	\$211.70	\$423.40	\$635.10	\$846.80	\$1,058.50	\$1,270.20
Pharmacy Technician	\$8,984.00	\$898.40	\$1,796.80	\$2,695.20	\$3,593.60	\$4,492.00	\$5,390.40
Physical Therapist Assistant	\$6,180.00	\$618.00	\$1,236.00	\$1,854.00	\$2,472.00	\$3,090.00	\$3,708.00
Professional Medical Assistant	\$7,872.00	\$787.20	\$1,574.40	\$2,361.60	\$3,148.80	\$3,936.00	\$4,723.20
Vocational Nursing (Day Classes)	\$10,645.00	\$1,064.50	\$2,129.00	\$3,193.50	\$4,258.00	\$5,322.50	\$6,387.00
Vocational Nursing (Night Classes)	\$6,374.00	\$637.40	\$1,274.80	\$1,912.20	\$2,549.60	\$3,187.00	\$3,824.40

**Refer to Main Catalog for
the Refund Policy**



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, www.bvnpt.ca.gov. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 18
- Evaluation used: PSB computerized exam
Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

(Continued on page 14)



Vocational Nursing Addendum

(Continued from page 13)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a “clear” background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student’s behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution’s prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate’s continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result in program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an “I” (Course Incomplete) until the hours have been completed during the make up week.

Note: Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory

(Continued on page 15)



Vocational Nursing Addendum

(Continued from page 14)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**

Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.

2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**

The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Vocational Nursing Addendum

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Technicians.)

3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily

demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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Vocational Nursing Addendum

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- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.
Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.



Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 29, 2019, the Physical Therapist Assistant program at the Institute of Technology has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). If needing to contact the program/institution directly please call Josh Green, Physical Therapist Assistant Program Director at (530) 224-1000 or email jgreen@iot.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: Math Exam
Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
 - Tetanus Booster
 - MMR
 - Polio
 - Varicella
 - Hepatitis B series

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist

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Physical Therapist Assistant Addendum

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assistant program, students must provide evidence of a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills “Open lab” with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
 - Case Studies
 - Independent/guided study in “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Clinical – Acceptable methods of make-up include:
 - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00

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Physical Therapist Assistant Addendum

(Continued from page 19)

D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees (\$300).
 - a. Submit P1E form (certificate of completion from an accredited institution)
 - b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant (\$400 FSBPT + \$70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam (\$65 FSBPT + \$25 Prometric testing center)



Staff and Faculty

CAMPUS STAFF

Jim Herberger	Campus President
Alisha Duncan	HR Coordinator / Executive Assistant
Kim Snow	Director of Education
Jean Peterson	Director of Nursing
Loretta Horn	VN Administrative Assistant / Support Services
Kim Swanson	Registrar
Brandi Vanderpool	Director of Admissions
Khampasong Phrommavongxay-Hoxie	Admissions Representative
Kaylee Hanan	Admissions Representative
Cassie Stevenson	Senior Financial Aid Officer
Gabriel Alberigi	Financial Aid Officer
Audrey Krueger	Student Accounts Representative
Alexa Kofford	Director of Student Services
Amber Powell	Director of Career Services
Lynn Swendiman	Externship Coordinator
Danny Hibbard	Campus Cleaner
Mahala Rogers	Receptionist
Cheryl Frazer	LRC Coordinator
Mckenna Basnett	Security Guard
Linda Alloway	Facilities Coordinator

FACULTY

General Education

Erin Andrade	ProDev Instructor <i>Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience</i>
Julie Valiquette	Adjunct Instructor <i>Registered Marriage & Family Associate, CPR Certified, 2 years teaching experience</i>
Jacob Hornaday	Adjunct Instructor <i>Master's Degree, 5 years teaching experience</i>
David Wylie	Adjunct ProDev Instructor <i>Bachelor's Degree and 1 year teaching experience</i>

Medical

Jennifer Gorge	Medical Division Lead Instructor <i>15+ years industry experience / Certified Phlebotomist/ Certified Medical Assistant/CPT/CPR Instructor Certified</i>
Jamie Sanborn	MBOA Instructor <i>Certified Medical Assistant/CPR Instructor Certified/7+ years of industry experience</i>
Amber Wood	PT Instructor <i>Pharmacy Technician License—CA Board of Pharmacy/15 years of industry experience</i>
Michael Martini	Adjunct Medical Instructor <i>7 years of industry experience</i>
Jolanda Daniels, LVN	Adjunct Medical Instructor <i>Licensed Vocational Nurse / 11 years of industry experience</i>
Michael Martini	Adjunct Medical Instructor

Nursing

Jean Peterson, RN, BA	Director of Nursing <i>27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified</i>
Lisbeth Vienneau, RN, BC	Nursing Instructor <i>30+ years industry experience/Med-Surg Board Certified/ CPR ACLS Certified</i>
Renee O'Loughlin, BSN	Nursing Instructor (Adjunct) <i>28 years industry experience</i>
Jane Thimmesch, RN, BC	Nursing Instructor <i>40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certifie</i>
Latisha Black, AA, LVN	Nursing Instructor <i>LVNIII/Blood Draw and IV Certified, 8+ years industry experience</i>
Vicky Dent, RN, CMS, CDP, DSD, Certified Legal Nurse Consultant, Certified EPIC EHR Trainer	

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Staff and Faculty

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39+ years industry experience
Nursing Instructor

Carol Gammino, RN, BSN Nursing Instructor
RN/BSN/PHN/NW Parish Nurse and Health Ministries & DSD Certified/ 30 years of industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Susan Cull, RN Nursing Instructor
AA/RN/WCC/Med-Surg/Hospice Care/CPR & ACLS Certified/45 years of industry experience

Kimberly Lonjin Nursing Instructor
AA Nursing and AA Early Childhood Education, 15+ years industry experience

Don Halsey Nursing Instructor
BA Nursing, 25+ years industry experience

James Spray, BSN Adjunct Nursing Instructor
AA Nursing, BA in Education Masters, BS in Nursing, National EMT Registry/Certification, CA Clear Teaching Credential, BA in Political Science, 5+ years industry experience

Carole Liu, RN Adjunct Nursing Instructor
14 years of industry experience

Sherry Lane, BSN, RN Adjunct Nursing Instructor
20 years of industry experience

Dorella Miller, BSN, RN, PHN Adjunct Nursing Instructor
33 years of industry experience

Loretta Horn VN Administrative Assistant/
Support Services
Legal Secretary Certified and 40 years of industry experience

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Paul Cain HVAC Instructor
HVAC, EPA & Mini Split Certified / 3 + years of industry experience

Eddie Russell Adjunct HVAC Instructor
HVAC, EPA & Mini Split Certified/43 years of industry experience

Timothy Bullard Adjunct HVAC Instructor

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant
Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Laurie Fowler, PT Director of Clinical Education - PTA
BS Physical Therapy, 25+ years industry experience

Melanie Blohm, BS, PTA PTA Instructor
23+ years of industry experience

Diana Kirschman, BS, PT PTA Instructor
26+ years of industry experience

Patti Bovees, PTA PTA Instructor
20 years of industry experience

Rita Allmeyer-Green BS, PT PTA Instructor
23 years of industry experience

Bryan Burch, PT, MS, OCS, SCS PTA Instructor
38 years of industry experience in orthopaedics and private practice



Catalog Changes: Nursing Assistant

COURSE OBJECTIVE

The objective of the Nursing Assistant (NA) program is to prepare students with the knowledge, technical skills, and work habits required to become a Nursing Assistant. IOT instructors provide quality Nurse Assistant training in classroom and clinical settings.

Students will receive a basic knowledge of terminology, an overview of California regulations, along with law and ethics associated with the role of Nursing Assistant.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to find an entry-level position in a medical setting.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student. (Financial Aid is not available for the Nursing Assistant program. The Financial Aid department can provide information regarding payment options.)

HOURS OF INSTRUCTION/PROGRAM LENGTH

NA 110: Nursing Assistant Theory: 71.5 hours

NA 120: Nursing Assistant Clinical: 100 hours

The Training Program Schedule approved by the State of California Health and Human Services Agency is a day program. Classes are held Monday - Friday for approximately 7 weeks. See your Admissions Representative for available class times.

THE PROGRAM

The theory and clinical learning experiences will include the following:

Introduction to Nurse Assistant

The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

Patient Rights

The purpose of this unit is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Communication/Interpersonal Skills

The purpose of this unit is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.

Prevention and Management of Catastrophe and Unusual Occurrences

The purpose of this unit is to introduce the student to the concepts and procedures related to the resident's safety including environmental emergency issues. The Nurse Assistant's role in creating a safe environment for the resident is discussed.

Body Mechanics

The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.





Catalog Changes: Nursing Assistant Addendum

Weights and Measures

The purpose of this unit is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

Patient Care Skills

The purpose of this unit is to teach the students skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.

Patient Care Procedures

The purpose of this unit is to provide learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

Vital Signs

The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Nutrition

The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs.

Emergency Procedures

The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Long Term Care Resident

The purpose of this unit is to introduce the student to

the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

Rehabilitative Nursing

The purpose of this unit is to introduce the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Observation and Charting

The purpose of this unit is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

Observation and Charting

The Nurse Assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

Abuse

The purpose of this unit is to introduce ethical and legal issues regarding preventing, recognizing, and reporting instances of abuse.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Catalog Changes: Vocational Nursing - Redding

COURSE OBJECTIVE

Nursing careers offer a wide variety of roles and a broad scope of responsibility. There are many different types of nurses, and several different ways to obtain nursing careers.

Many procedures once performed only in hospitals are being performed in physicians' offices and in outpatient care centers such as ambulatory surgical and emergency medical centers, largely because of advances in technology. LVNs care for patients who undergo these and other procedures, so employment of LVNs is projected to decline in traditional hospitals, but is projected to grow faster than average in most settings outside of hospitals. However, some hospitals are assigning a larger share of nursing duties to LVNs, which will temper the employment decline in the industry.

CAREER PATHS/JOB TITLES

Successful completion of our Vocational Nursing program qualifies graduates to take the state licensing examination, the NCLEX-PN. The state license allows graduates to practice as a Licensed Vocational Nurse (LVN).

Vocational Nurses can expect a professional nursing position, under the direction of a physician or a registered nurse, entailing: providing basic nursing care, patient data collection and health-related patient teaching, performing medical treatments as prescribed, administering prescribed medications, continuous monitoring of patient health in long-term care and acute care settings.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms and supplies are required and are available for purchase. Textbooks are provided to the student as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

1575 Clock Hours

62.5 Semester Units

Full-Time

3 Semesters, 51 Weeks

Classes are held Monday through Friday with occasional weekends possible; various shift schedules may be required for clinical rotations.

Part-Time

5 Semesters, 81 Weeks

Classes are held 3 evenings per week with all day Saturday clinicals. Various shift schedules and week day clinical rotations may be required.

See your Admissions Representative for available class times.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability.

FULL TIME

PREREQUISITE (completed prior to VN courses)

BIO100 Introduction to Human Anatomy and Physiology

(90 Contact Hours/4 Credit Units)

This course is an introductory study of human anatomy and physiology. The fundamental facts and concepts of the normal structure and function of the human body are presented. The course progresses from the structure and function of cells and tissues to the anatomy and physiology of the integrated organ systems. Basic concepts of fluid and electrolyte and acid/base balance are introduced as well as the effects of disease on body systems. Medical terminology used in healthcare settings is integrated into the course presentations.





Catalog Changes: Vocational Nursing - Redding

CORE VN COURSES

VN-F1 Introduction to Client Centered Care

(165 Didactic/Theory Hours/330 Supervised Skills Lab Clinical Hours) 19.5 Credit Hours

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include: Professional Identity; Clinical Judgment; Culture; Communication; Caregiving; Ethics and Law; Functional Ability; Stress and Coping; Collaboration and Patient Education; Nutrition; Elimination; Sleep and Fatigue; Pain; Safety; Fluid and Chemical Balance and Acid-Base; Diagnostic Testing; Principles of Pharmacology; Medication Administration; and Palliative Care (including Gerontology). Dorothea Orem's Theory of Self Care is the framework applied to all concepts. The students will begin to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health maintenance.

VN-F2 Care of the Client with Self Care Deficits I

(165 Didactic/Theory Hours/330 Supervised Skills Lab Clinical Hours) 19.5 Credit Hours

This term is based on Dorothea Orem's theoretical framework, Care of the Client with Self-Care Deficits. The course builds on the competencies learned in Semester 1 while further developing learned fundamental nursing concepts as they apply to nursing care. Health and illness concepts will be presented with a focus on acute and chronic conditions across the lifespan. This semester an emphasis will be placed on the concepts of the Immune System, including inflammation and infection; Peri-operative nursing; Shock; Cancer; Gas Exchange (Respiratory); Perfusion (Cardiac system); Clotting (Blood and Lymph systems), Nutrition and Elimination (GI and GU systems), Musculoskeletal; Tissue Integrity; Intracranial (Nervous system) and Sensory Perception. Nutrition and Pharmacology are

integrated into the various topics covered this semester.

Common threads integrated throughout the semester are: critical thinking, nutrition, psychology, communication, nursing care throughout the life span, and the role of the vocational nurse. Other topics to be covered with each concept/exemplar include, focused assessment, common therapeutic measures, diagnostic test/procedures, and drug, diet or other therapies. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health promotion and maintenance.

VN-F3 Care of the client with Self Care Deficits II

(165 Didactic/Theory Hours/306 Supervised Skills Lab Clinical Hours) 18.5 Credit Hours

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include: the reproductive system, basic obstetric care, the stages of life development from infant to adulthood, family dynamics, and the care of the infant and child at various stages of development; the musculoskeletal system and disorders, the nervous system and the sensory system, care of clients with mental illness or substance abuse, emergency care, and leadership and supervision principles.

The students will continue to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health maintenance. For the last 5 weeks, the student will have the opportunity to participate in a preceptorship program designed to assist the student into entering the nursing profession.

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Catalog Changes: Vocational Nursing - Redding

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NCLEX Prep

(24 Didactic/Theory Hours) 1 Credit Hours

In this course students are provided a broad review of nursing theory topics required for licensure examination and entry into the practice of vocational nursing. Students assess their own strength and weakness of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Students will advance their skills by participating in computer adaptive testing that simulates the NCLEX testing format. Test taking strategies, critical thinking, and alternate item formats will be reviewed.



PART-TIME

PREREQUISITES (completed prior to VN courses)

BIO100 Introduction to Human Anatomy and Physiology

(90 Contact Hours/4 Credit Units)

This course is an introductory study of human anatomy and physiology. The fundamental facts and concepts of the normal structure and function of the human body are presented. The course progresses from the structure and function of cells and tissues to the anatomy and physiology of the integrated organ systems. Basic concepts of fluid and electrolyte and acid/base balance are introduced as well as the effects of disease on body systems. Medical terminology used in healthcare settings is integrated into the course presentations.

CORE VN COURSES

VN-P1 Introduction to Client Centered Care

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This course presents basic nursing concepts that provide the foundation upon which the Health Continuum is maintained in adults and/or children. Common threads integrated throughout the program are initiated: Professional Identity; Clinical Judgment; Culture; Communication; Caregiving; Ethics and Law; Functional Ability; Stress and Coping; Collaboration and Patient Education; Nutrition; Elimination; and Fluid and Chemical Balance and Acid-Base; Diagnostic Testing.

The student will learn how to enter a person's intimate space, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client. Students will take an active role in assisting the client in health maintenance.

Critical thinking concepts are included and all aspects of the fundamentals of nursing are addressed. This term is the first step of a student seeking knowledge and skills to prepare for a career in Vocational Nursing. The successful student is an active participant in the learning process and practices needed for the role as a Vocational Nurse.

Semester I offers introductory subjects, which will then be applied to the systems in the following terms.

The program is based on a simple to complex philosophy, which means each term is the building

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Catalog Changes: Vocational Nursing - Redding

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block for the next term. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform self-care activities. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P2 Care of the Client with Self Care Deficits I

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This course is a continuation of VN-P1; basic nursing concepts that provide the foundation upon which the Health Continuum is maintained in adults and/or children.

Common threads integrated throughout the program include: Patient teaching and Nurse-Client relationships; Elimination; Sleep and Fatigue; Pain; Principles of Pharmacology; Medication Administration; Palliative Care (including Gerontology); Infection, Inflammation and Immunity and Cancer. Nutrition and Pharmacology are integrated in these topics as appropriate. The curriculum introduces the material through a body systems approach. The systems are introduced from the simple to the most complex.

Anatomy and physiology will be the first objective in each body system of the curriculum. Critical thinking concepts are included and all aspects of Fundamentals of Nursing are addressed, and a focus of medication administration is addressed throughout the semester. The respiratory and cardiovascular systems will be introduced. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P3 Care of the Client with Self Care Deficits II

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This term will further the student's knowledge in the care of the medical/surgical client. Common threads integrated throughout the program are initiated: Peri-operative nursing; Shock; Cancer; Gas Exchange (Respiratory); Perfusion (Cardiac system); Clotting (Blood and Lymph systems), Nutrition and Elimination (GI and GU systems), Musculoskeletal; and Tissue Integrity. Nutrition and Pharmacology are integrated

in these topics as appropriate. The curriculum introduces the material through a body systems approach. The following systems will be introduced: Integumentary, musculoskeletal, gastrointestinal, endocrine, neurological, urinary, and sensory. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P4 Care of the Client with Self Care Deficits III

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This term will further the student's knowledge in the care of the medical/surgical client, including the nursing care of the client during childbearing and childrearing. Common threads integrated throughout the program are initiated: Intracranial (Nervous system) and Sensory Perception; Hormonal and Glucose Regulation; the Reproductive System; Basic obstetric care, the Stages of life development from infant to adulthood; Care of the Infant and Child at various stages of development; Family dynamics; and Holistic Care. Nutrition and Pharmacology are integrated in these topics as appropriate.

The curriculum introduces the material through a body-systems approach. The following systems will be introduced: Oncology; immune system; hematologic; lymphatic systems; reproductive system; sexually transmitted diseases; prenatal care; complications of pregnancy; the birth process; postpartum care; newborn care; basics of pediatric care; infants with special needs (birth to 12 months); and common pediatric problems (1-18 years). The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P5 Care of the Client with Self Care Deficits IV

(99 Didactic/Theory Hours/174 Supervised Skills Lab Clinical Hours) 10.7 Credit Hours

More advanced deviations are introduced and Self-Care concepts continue to be the basis for the care of the client. Common threads integrated throughout the program are initiated: Care of the clients with mental

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illness or substance abuse; Emergency Care and Disaster Preparedness; and Leadership and Supervision principles. Pharmacology and nutrition are integrated throughout the various topics covered in this semester.

The student will be introduced to the client with mental deficits. Theories on leadership and supervision are introduced and followed by a clinical preceptorship. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

NCLEX Prep

(24 Didactic/Theory Hours) 1 Credit Hours

In this course students are provided a broad review of nursing theory topics required for licensure examination and entry into the practice of vocational nursing. Students assess their own strength and weakness of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Students will advance their skills by participating in computer adaptive testing that simulates the NCLEX testing format. Test taking strategies, critical thinking, and alternate item formats will be reviewed.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



Catalog Changes: Transfer Credit

Transfers within Institute of Technology Schools and Returning Institute of Technology Students

There are two types of transfer students within the Institute of Technology system, students currently enrolled who wish to transfer or change programs, and returning Institute of Technology students. Prior coursework from programs previously completed at the Institute of Technology may be accepted. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. General education credit will be evaluated individually prior to approval for transfer.

The following terms and conditions apply:

1. If an IOT program has been significantly modified from the time that a student was previously enrolled, then the core course work for the program would not transfer for a student seeking to re-enter or fresh start.
2. If you are a current Institute of Technology student requesting a transfer to a new program you must make the request in writing to the Student Services Department.
3. If you are a returning student requesting transfer credit you must request the transfer by notifying your Admissions Representative. The Admissions Representative will request that the Program Director or Director of Education complete and evaluation of the transferability of credit.
4. Credits transferred in to fulfill course requirements must be graded at 2.0 ("C") or higher.
5. Credits transferred in to fulfill course requirements for Nursing course work applicable for advanced status in the Nursing Program must be completed with a grade of "B" or better within five (5) years prior to admission.
6. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.

If the student's program has NOT undergone a substantive change from the time of previous enrollment to the time of re-enter, the following terms and conditions apply:

1. For all IOT content-specific "core" courses, four (4) years is the maximum amount of time that the student can receive transfer credit for a passed course. For any student who re-enters more than

four (4) years after leaving IOT, completed content-specific "core" coursework is ineligible for transferability of credit.

2. For all IOT general education (including Professional Development) or applied general education courses, there is no maximum amount of time that the student can receive transfer credit for a passed course. In other words, for any student who re-enters at any time after leaving IOT, completed general education or applied general education coursework is eligible for transferability of credit if approved after evaluation by the Director of Education.

Evaluation of Credit from Accredited Institutions Prior to Attending Institute of Technology

Institute of Technology may accept prior coursework completed at other accredited colleges or universities for courses required for diploma or degree programs. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. Transferability of credit will be evaluated individually prior to approval for transfer. There is no time limit on the acceptance credit for general education courses. The Institute of Technology does not award credit for experiential learning.

The following terms and conditions apply:

1. You must request the transfer of previous credit by notifying the Admissions Representative. The Admissions Representative will request that the Program Director or Director of Education complete an evaluation of the transferability of the credit.
2. You must provide official transcripts from the college or university where the previous training occurred.
3. Credits transferred in to fulfill course requirements must be graded at 2.0 ("C") or higher. Nursing course work applicable for advanced status in the Nursing Program must be completed with a grade of "B" or better within five (5) years prior to admission.
4. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.
5. Any veteran receiving GI Bill benefits while attending the Institute of Technology is required

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Catalog Changes: Transfer Credit

(Continued from page 30)

to obtain an official transcript from all previously attended schools and submit them to the College for review of prior credit.

Physical Therapist Assistant Program

Transferability of previous college credits to be applied to the Physical Therapist Assistant (PTA) program is determined on an individual basis by the Campus President and Program Director. Institute of Technology recommends that each student completes the curriculum in its entirety, but exceptions will be made on preparatory/general education course work. Transfer credit will not be considered for PTA "core" course work or clinical rotations. Transfer credit from previous college course work may be considered for the following PTA general education courses:

- Anatomy & Physiology
- Introduction to Psychology
- General Algebra & Physics
- English
- Communication

Transfer Credits for Veterans

Any veteran receiving GI Bill benefits while attending the Institute of Technology is required to obtain an official transcript from all previously attended schools, including Institute of Technology, and submit them to the College for review of prior credit. IOT will determine VA transfer credit based on compliance with the State Approving Agency for Veteran Education.

Tuition Credit

For module-based programs, the tuition credit of academic units/modules transferred from a prior college will be calculated as follows:

Total Tuition Cost of Program / Number of Modules in Program = Tuition Credit per Module

For Term-based programs, the tuition credit of academic units transferred from a prior college will be calculated as follows:

Total Tuition Cost of Program / Number of Units in Program = Tuition Credit per Unit



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2019 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 54-58:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 54-58:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits (subsequently referred to as "covered individual") may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also



VA Catalog Addendum

include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

INSTITUTE OF TECHNOLOGY at
1755 Hilltop Drive, Redding, CA. 96002

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

Please Print Name

Signature

Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212



Notice of Cancellation

(COPY TWO OF TWO)

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